



714 Lacey Road, Forked River, NJ 08731 Tel (609) 971-7002 Fax (609) 971-3391  
[www.SoilDistrict.org](http://www.SoilDistrict.org)

## **Request for a Proposal for Audit Services**

### **Purpose**

The purpose of this RFP is to obtain the services of an independent certified public accounting firm to perform a financial and compliance audit of the Ocean County Soil Conservation District. Per the *Financial Accounting Manual for New Jersey Soil Conservation Districts*, "the audit must be conducted in accordance with generally accepted auditing standards and the provisions as promulgated by the following: State of NJ, Department of Agriculture, State Soil Conservation Committee, *Financial Accounting Manual* (available upon request); Comptroller General of the US, *Government Auditing Standards (Yellow Book)*; US Office of Management and Budget, *Circular A-133, Audits of States, Local Governments and Non-Profit Organizations*; Federal OMB Circulars A-110 and A-112; State Circulars, *NJ Circular 04-04*.

The audit will cover the District's Financial Year 2025 (July 1, 2024 – June 30, 2025) with an option to extend for additional years. Proposals must be submitted by March 10<sup>th</sup>, 2025.

### **Background**

This mission of the Ocean County Soil Conservation District is to provide leadership in the planning and implementation of natural resource management programs for the development of communities, agriculture, and the general public through a locally based delivery system in coordination with local, state, and federal partners.

The District is one of fourteen Soil Conservation Districts (SCD) in New Jersey. The SCDs in New Jersey implement the Soil Erosion and Sediment Control program and its regulations throughout the entire 21 counties of the State. The District is a sub-division of New Jersey Department of Agriculture that is locally governed and operates within the boundaries of Ocean County. The District currently has a staff of sixteen and a Board of Supervisors comprised of five Ocean County residents. The District participates in the New Jersey State Health Benefits Program (SHBP.)

### **Scope of Work and Schedule**

The District desires a complete audit of the District's financial statements as of June 30, 2025, along with an audit of internal controls, risk assessment and compliance. Per District policy, the audit must begin no later than September 1, 2025. The District expects the final report of audit will include financial statements, supplemental information, and recommendations. We also request the proposal include preparations of year end 1099s for 2025.

The completed audit reports must be provided to the District no later than November 1, 2025.

### **Proposal Preparation - Information Required In Your Proposal**

1. Qualifications and Experience of the Firm
2. References
3. Cost Proposal

Submit proposals via email to [admin@soildistrict.org](mailto:admin@soildistrict.org) or via mail to OCSCD, Attn: Mary Ellen Banfield, 714 Lacey Rd, Forked River, NJ 08731. MUST BE RECEIVED BY COB March 10<sup>th</sup>, 2025.

*Should you have any questions or need any additional information, please contact Mary Ellen Banfield, Office Manager, via email at [admin@soildistrict.org](mailto:admin@soildistrict.org) or telephone at 609-971-7002 ext. 111*

CR-2/13/25

*Healthy Soil is at the Root of Everything!*