

VILLAGE OF MARVIN
REQUEST FOR PROPOSAL
FOR AUDIT SERVICES



ISSUED FEBRUARY 16, 2026

PROPOSALS DUE BY
1:00 PM, FEBRUARY 26, 2026

REQUEST FOR PROPOSAL

The Village Council of the Village of Marvin (hereinafter called the “Village”) invites qualified independent auditors (hereinafter called “auditor”) having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Village of Marvin to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Village of Marvin. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Union County, North Carolina.

Type of Audit

The audit will encompass a financial and compliance examination of the Village’s basic financial statements, supplementary information and compliance reports in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; *Government Auditing Standards*, 2018 revisions; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), or any revisions made to these documents to date, the State Single Audit Implementation Act; and all other applicable laws and regulations.

Period

The Village intends to continue the relationship with the auditor for no less than four years on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The Village reserves the right to request proposals at any time following the first year of this contract. Thus, prepare proposals for the following years, with Year 1 being the only obligated year:

Year 1- July 1, 2025 to June 30, 2026
Year 2- July 1, 2026 to June 30, 2027
Year 3- July 1, 2027 to June 30, 2028
Year 4- July 1, 2028 to June 30, 2029

Requirements

The audit must be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, July 2011 revisions issued by the Comptroller General of the United States; Office of Management and Budget Uniform Guidance, the State Single Audit Implementation Act of 1996, and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP, or any revisions, addendums, or updated versions to date.

The auditor will prepare most year-end adjusting journal entries. The auditor will be ultimately responsible for preparation, typing, proofing, printing and copying of the Basic Financial Statement, supplementary information and compliance reports. The Village's Finance Director will be actively involved in the MD&A and other schedules section preparation. The auditor will submit a draft of the Financial Statement to be reviewed in detail by the Finance Director. This draft should be submitted to the Village in time to allow ample review and corrections. **The timing of this should ensure final completion of the Financial Statements no later than the annual December 31st deadline, unless otherwise instructed.**

The Village prefers interim fieldwork be completed in early August. Year-end fieldwork may begin in mid-September and should be completed by October 20th. **An agreed upon post-closing trial balance must exist by October 20th.** The Finance Director will expect a listing of requested information needed for the audit and at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

The audit must be completed and reports rendered six months following the fiscal year end (by December 31).

A preliminary draft of the audit and required journal entries must be submitted to the Finance Director by November 1st for proofing and reconciliation to the Village's records.

Ten (10) copies of each audit report, management letter, and other applicable reports must be supplied to the Finance Director upon completion of the audit and acceptance by the LGC. In addition, the auditor is responsible for submitting the required two copies to the staff of the Local Government Commission (LGC). Any other copies required will be charged on an as needed basis in addition to the quoted fee.

Attendance will be required at a scheduled Village Council meeting for presentation of the financial statements by Manager or Partner of the Audit staff with comments and potential questions from the Board as requested.

The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, and the remaining fund information, if applicable, which collectively constitute the basic financial statements. The combining and individual financial statements, schedules and related information are not

necessary for fair presentation but will be presented as additional analytical data. The supplemental information, as required by GASB 34, will be subject to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds, and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three years from the date of the audit report.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

Audit Contract & Payment of Audit Fees

The audit contract must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC staff prior to processing by the Village. Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the staff of the Local Government Commission and their approval of the audited financial statements.

Other Services

The auditor will prepare, type, and print the audited financial statements. The auditor will submit a draft for review by the Finance Director. The Finance Director will return the draft with proposed revisions within 10 working days. In addition, the following also applies:

1. Capital asset records which have not been audited previously
2. Assistance with year-end closing entries, if needed.

Description of the Selection Process

Two copies of each section of the proposal should be submitted at the time and place indicated under the section entitled "Time Schedule for Awarding Contract."

Proposals will be submitted in two sections. The first section will be comprised on the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The Finance Director will evaluate the auditor/firm on educational and technical qualifications. The top five firms from the first section will have their second section opened and evaluated. The firm best meeting the Village's expectations for experience, audit approach, and cost requirements will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. Unusually low bids that are obviously out of line with other bidders or are significantly lower than our current fees will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The Village requests that no Village officials be contacted during this process. The Finance Director may be contacted only to clarify questions concerning the RFP. Email is the preferred method of contact. **Please use Subject line: “AUDIT RFP QUESTIONS”.**

The Village reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Village.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

First Section

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the number of people (by level) located within the local office that will handle the audit.
2. Provide a list of the local office’s current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each. Responsive firms should include any relevant information regarding audits performed on financial statements prepared under the new reporting model.
3. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of services performed, and the year(s) of engagement.
4. Describe your audit organization’s participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm’s current peer review.
5. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site. Again, relevant experience with the new reporting model should be clearly communicated.

6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past year, especially those courses in governmental accounting and auditing.
7. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g. utilities, solid waste, transit, airports, or health authorities and school systems).
8. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
9. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contacted for a reference.
10. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), 2018 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
11. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
12. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.

Second Section

Proposals should include completed cost estimate sheets and any other necessary cost information in a *separate, sealed* envelope marked – “Cost Estimate.” The Village plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

This second section should consist of completed cost estimate sheets, which will include the following information:

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of computer audit specialists.
4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.

5. Information that will be contained in the management letter.
6. Assistance expected from the government's staff, if other than outlined in the RFP.
7. Tentative schedule for completing the audit within the specified deadlines of the RFP.
8. Specify costs using the format below for the audit year July 1, 2025 to June 30, 2026. For the two audit years which follow, list the estimated costs. The cost for the audit year ending June 30, 2026 is binding, while the second, third and fourth years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a "not-to-exceed" amount.
 - A) Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours – categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor's office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.
 - B) Travel – itemize transportation and other travel costs separately. **(Do NOT include travel if you are auditing virtually with no site visits)**
 - C) Cost of supplies and materials – itemize.
 - D) Other costs – completely identify and itemize.
 - E) If applicable, note your method of determining increases in audit costs on a year to year basis.
9. Please list any other information the firm may wish to provide.
10. Please include the Summary of Audit Costs Sheet with your proposal.

Time Schedule for Awarding the Contract

Request for proposal packages will be emailed by February 16, 2026.

Proposals signed by authorized officials will be received by Jill Carilli, Finance Director at 10006 Marvin School Road, Marvin, North Carolina 28173 until February 26, 2026 at 1:00 p.m. Envelopes containing proposals should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES". The Finance Director and

the Village Manager will review the proposals and make a recommendation to the Village Council in March of 2026 at which time the contract will be awarded.

Any questions should be directed to Jill Carilli, Finance Director, at 704-843-1680 x 6 Monday through Thursday between 10:00 a.m. and 2:00 p.m. or via email at jillcarilli@marvinnc.gov. Appointments may be scheduled to discuss further any specific matters necessary in preparing your proposal. Please call to schedule an appointment.

Description of the Governmental Entity and Its Accounting System

The Village of Marvin is a municipality in North Carolina with a population of approximately 6,985.

Funds

The Village of Marvin currently has funds as follows:

- 1) General Fund
- 2) Capital Project Fund
- 3) Powell Bill Fund
- 4) Grant Fund
- 5) Solid Waste Enterprise Fund

For information on the Village of Marvin funds and financials, the auditor should refer to the Village of Marvin's audit report for the year ended June 30, 2025, which can be found on the Village's website at <https://www.marvinnc.gov> (choose Government, Finance, Budget and Reports, and scroll down to Audited Financials.)

Budgets

The Village budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made, and expenditures are budgeted at the departmental level. The budgetary system is integrated with the accounting system to provide easy comparison with actual expenditures.

Accounting Records

The Village of Marvin maintains its accounting records at the Finance Office located in the Village Hall at 10006 Marvin School, Marvin, NC 28173. The Village uses ERP Pro10 for its financial accounting and reporting functions. The Village's taxes are collected through a contract with the Union County tax office. The Village has one checking account one savings accounts, some small grant accounts with minimal activity, and two investment accounts of idle funds.

Assistance Available to Auditor

A planning meeting will be held during interim fieldwork each year to determine any schedules or information the Village will be responsible for preparing. The Village will make available to the auditor sufficient help to pull and re-file records and prepare and mail all necessary confirmations. A trial balance with budgeted amounts will be made available via Excel. The Village will make every effort to perform the necessary accounting procedures and complete agreed upon documents no later than the dates set each year during the planning meeting. Adequate notification will be given prior to any change in estimated times.

Contact information:

Name: Jill Carilli
Title: Finance Director, Village of Marvin
Address: 10006 Marvin School Road, Marvin NC 28173
Phone: 704-843-1680 x6
Fax: 704-843-1660
Email: jillcarilli@marvinnc.gov

SUMMARY OF AUDIT COSTS SHEET

1. Base Audit Includes Personnel costs, travel, and on-site work	\$ _____
2. Financial Statement Preparation	\$ _____
3. Extra Audit Service \$ _____ per hour	\$ _____
4. Other (explain) _____	\$ _____
	\$ _____
 Total for Fiscal Year 2025-2026	 \$ _____
Total for Fiscal Year 2026-2027	\$ _____
Total for Fiscal Year 2027-2028	\$ _____

Proposal Certification

Firm:	Primary Contact:
Address:	Phone:
	Fax:
	Email:
Authorized Signature:	
Title:	Date: