

**TOWN OF NEWPORT, NEW YORK
AUDITING AND ACCOUNTING SERVICES
REQUEST FOR PROPOSALS**

I. PURPOSE

This RFP is issued by the Town of Newport (“Town”) for the purpose of obtaining the services of an experienced firm to provide audit services for the Town for the fiscal years 2025, 2026 and 2027.

It is the intent of the Town to review and assess the RFP responses to determine if the response from providers can meet the needs of the Town.

Service providers are expected to provide their best and most competitive proposal.

II. GENERAL INFORMATION

Item	Date/Time
RFP Release	December 4, 2024
Questions Due by	December 31, 2024 by 6:00 p.m.
RFP Due to the Town by	January 6, 2025 by 2:00 p.m.
Announcement of Award	January 7, 2024

One (1) hard copy of the proposal and one (1) electronic copy should be mailed or delivered to the address below by 2:00 p.m. on Monday, January 6, 2025.

Send the completed hard copy of the RFP response to:

Town of Newport
Attn: Newport Town Clerk
Newport Town Barn
2788 Newport Road
P.O. Box 519
Newport, New York 13416

The electronic copy shall be submitted as a single .pdf file via email to townsupervisor@townofnewportny.org.

III. SCOPE OF WORK

The awarded applicant will be responsible for providing the following services:

Bookkeeping Services

- Accounts Receivable: received and record revenue as dictated by IRS Guidelines.
- Maintain Deposit and Vendor files by Fiscal Year.
- Follow the Accrual Accounting method for maintaining the books.
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts.
- Monthly reconciliation of payments made.
- Enter transactions into the accounting system.
- Bank statements reconciliation.
- Maintain supporting documentation to support all transactions.

Financial Reporting

- Budget to Actual Summary and Detail.
- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary.
- Provide financials to the Town Board on a monthly basis.

Audit Preparation

- Participate in internal financial audits and reviews.

Reporting Requirements

- Prepare monthly reports as required by the Town Board.
- Maintain fixed asset inventory and depreciation.
- Provide assistance to the Budget Officer with the preparation of an annual Budget.
- Prepare year end reports, schedules and other documents as required by the New York State Comptroller's Officer.
- Tax filing to the Federal and State government.

IV. PROPOSAL CONTENTS & REQUIREMENTS

Proposals should contain the following information:

1. Title Page: Provide the name of your company, mailing and email addresses, website, telephone number, and name of a primary contact on a title page.
2. Letter of Transmittal: Provide a complete statement regarding your understanding of the project and your interest in working with the Town. A duly authorized officer shall sign the transmittal letter with the right to bind the applicant submitting a Proposal for consideration.
3. Firm Background: Provide information on the size, location, available resources of your firm, and a list of references for the Town's review.
4. Cost Proposal: Provide a total all-inclusive maximum bid price which accounts for all anticipated costs, both direct and indirect.
5. Insurance: Include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies.
6. License to Practice in New York State: An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in New York State.

V. QUESTIONS

Questions regarding the Request for Proposal contents may be sent via email to Town Supervisor Nathaniel Lowell at townsupervisor@townofnewportny.org or shared by phone at (315) 845-8340 until 6:00 p.m. on January 6, 2025. The Town will make every effort to provide an email response to emails received within five (5) business days. Whenever responses to inquiries constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposal, a copy of which will be forwarded via email.