

**TUSCOLA COUNTY
BOARD OF COMMISSIONERS**

125 W. Lincoln Street
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Caro, MI 48723

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Tuesday, July 10, 2012

To whom it may concern

The Tuscola County Board of Commissioners is seeking proposals to conduct an audit of Tuscola County Enterprise Facilitation which is an independent non-profit 501(c) 3 organization. This audit engagement will be between the auditing firm and the Tuscola County Board of Commissioners.

The audit will cover the time period from the organizations inception under the county control to the last date of any financial transaction thus far in 2012. Annual revenue-expenditure-contribution and other pertinent information can be obtained by contacting Mr. Thomas Doran Enterprise Facilitation Treasurer 673-3137 Ext. 123 for the period of time the program was independent from the county. For the period of time the program was under the County, you may contact myself or Clayette Zechmeister who is the County Chief Accountant.

The audit shall include accounting for all inflows and outflows of cash, donor listing, minutes, financial statements, grant compliance, IRS returns, etc. See tenants in the bylaws for Enterprise Facilitation Section 8 (The Treasurer) under Officers and Section 9 (Books and Records) and Section 10 (Financial Records and Annual Reports). The audit shall determine from an independent oversight whether the Enterprise Facilitation Board complied with its Bylaws and proper accounting and reporting for all donations, funds, disbursements, financials, necessary governmental IRS filings and grant compliance etc. for public review, if requested, in their use of public funds and donations. The Project Leader from the chosen firm shall schedule a meeting with the Tuscola County Board of Commissioners for additional discussion of the engagement.

Proposals can be submitted by normal mail or email to Michael R. Hoagland, Tuscola County Controller/Administrator 125 W. Lincoln Caro, MI 48723 mhoagland@tuscolacounty.org. Proposals are to be submitted by Tuesday, July 24, 2012 at 4:30 P.M. to be considered. It is anticipated that selection will be made at the Tuscola County Board of Commissioners meeting on Thursday, July 26, 2012. All invoices shall be submitted to the attention of the Tuscola County Board of Commissioners.

Proposals shall include the following minimum information:

1. Firm name, address and contacts
2. Brief organization overview: staff size and structure, years in business and references (including not for profit businesses)
3. Identification of engagement team with brief bio of each team member and the time that will be dedicated by each member
4. Tentative schedule for audit development including: site visitation/analysis, submission of draft audit-management letter, submission of final audit-management letter
5. Identify the proposed fees/billing rate and a cost not to exceed a specified amount

Thank you for your interest in Tuscola County.

Sincerely,

Michael R. Hoagland
Tuscola County/Controller Administrator
125 W. Lincoln
Caro, MI. 48723
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mhoagland@tuscolacounty.org