



## CITY OF JOSEPH

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Joseph, OR 97846

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### REQUEST FOR PROPOSAL- AUDIT SERVICES

The City of Joseph is requesting proposals for the services of a qualified Certified Public accounting firm to conduct the Financial and Compliance Audit of the City's operations. Services shall include, but not limited to:

- Planning and performing an annual financial audit.
- Review and construction of Management Letter.
- Provide and review year end adjusted journal entries.
- Track and record all capital assets and depreciation.
- Draft and final Audit Report.
- Prepare and file State Documents.
- Provide technical assistance throughout the fiscal year.
- Review year-end financial reports.

The city operates under the city administrator-council form of government. The Council is composed of a mayor and six Councilors elected from the city at large. The city currently employs 8 full time employees and 2 part time employees.

Interested parties must submit a sealed proposal. The proposal shall not be opened until after the final submissions date. Submissions shall become the property of the City of Joseph without obligations. The City will not pay for any cost incurred by the proposer in the preparation, submission and presentation of their proposal.

Proposals must be submitted no later than 4:00 p.m. on Monday, March 25th, 2024. Proposals will be opened at City Hall and reviewed by the Joseph City Council and will be awarded at the April 4<sup>th</sup>, 2024 Joseph city council meeting.

Electronic or email proposals will not be accepted.

Please submit proposals in an envelope marked "Audit Services Proposal" to:

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