BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT

Board of Education Meeting– Monday, May 12, 2014

AGENDA

Please note that the public session of the meeting will begin at 7:00 P.M.

- Call to Order
- Roll Call
- Pledge of Allegiance
- Assistant Superintendent's Remarks
- Superintendent's Remarks
- Board President's Remarks
- Public Comments

1. **FINANCIAL WORK SESSION**

   Audit Committee Recommendations:

   a. Appointment of O'Connor Davis as External Auditors
   b. Counsel to review Audit Committee Charter
   c. Audit Request – Special Education Tuition Audit

Public Comments on Work Session Items and Resolutions

2. **CONSENT AGENDA**

   a. RESOLVED, that the Board of Education does hereby accept the resignation of Barbara Murphy, Middle School Teacher, effective June 30, 2014.

   b. RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve the appointment of Kristi Fable, who has Permanent French 7-12 & Permanent Spanish 7-12 certification, to a 1.0 Probationary FTE Teaching Assistant position in the tenure area of Teaching Assistant for a probationary appointment to commence on May 12, 2014 and to expire on May 11, 2017, in accordance with the BTA contract.

   c. RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools and the Board President to sign an Agreement extending the probationary term of Employee No. 05122014 , a pedagogical employee, for a twelve month period, through August 31, 2015. A copy of said Agreement, as presented to the Board at this meeting, shall be incorporated by reference within the minutes of this meeting.

   d. RESOLVED, that the Board of Education does hereby accept the minutes of the Audit Committee meetings held on February 4, February 12, and February 25, 2014, as recommended by the Audit Committee.

3. **ACTION ITEMS**

   a. School District External Auditors

   WHEREAS, the Assistant Superintendent for Finance & Operations at the direction of the Audit Committee issued a request for proposals for external audit services; and

WHEREAS, responses to the proposal were reviewed and subsequent interviews were held by the audit committee; and

WHEREAS, the Audit Committee approved a resolution recommending to the Board of Education the approval of O'Connor Davies, LLP at its May 7, 2014 meeting;

THEREFORE BE IT RESOLVED, that the Board of Education does hereby approve the proposal dated November 27, 2013 to provide external auditing services from O'Connor Davies, LLP for the five year period beginning in the 2013-2014 school year as follows:

	2012-13	**2013-14**
Base Fee	$43,300	$39,000
Additional Svcs. if needed:		
Senior Partner	$281.22	$250
Partner	$253.09	$225
Senior Manager	$213.72	$190
Managers	$168.73	$175
Supervisor	$163.10	$145
Senior Accountants	$146.23	$130
Staff Accountants	$101.23	$95

b. Capital Project Closeout Amendment
WHEREAS, the Board of Education previously approved an interfund transfer of $18,505.63 from the Capital Fund to the General Fund in order to close out the 2009-10 Proposition 1 HS Storage Building capital project and;

WHEREAS, there is an additional $151.52 remaining in this project account after final reconciliation;

NOW THEREFORE BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education does hereby approve an interfund transfer of $151.52 from the Capital Fund to the General Fund in order to close out the completed 2009-10 Prop 1 – HS Storage Building project and file the Final Cost Report with the New York State Education Department.

Polling of the Board

Consideration of Executive Session subject to Board approval

Adjournment

Briarcliff Manor Union Free School District

Minutes of the Audit Committee

Meeting Date: February 4, 2014

Time: 7PM

Location: District Conference Room

Meeting #: 4

Present:

Committee Members:

Mr. Paul Wasserman, BOE member and Audit Committee Chair

Ms. Jennifer D. Rosen, BOE President and Audit Committee member

Ms. Sharon Beharry, Audit Committee member

Ms. Wendy Gottlieb, Audit Committee member

Mr. Saurabh Rastogi, Audit Committee member

Ex-Officio Members

Mr. Stuart Mattey, Assistant Superintendent for Finance and Operations

Ms. Nicole Susa, District Treasurer

Mr. Jim Kaishian, Superintendent

Mr. Rastogi made a motion to convene the meeting at 7:06pm. Ms. Rosen seconded the motion. It passed 5-0.

Mr. Mattey and Ms. Susa presented to the audit committee how tuition revenue and employee retirement expense was calculated for the financial statements ended June 30, 2013. After their presentation, the majority of the audit committee (4 to 1 with Mr. Wasserman dissenting) agreed that the process used to calculate tuition revenue and employee retirement expense for the year ended June 30, 2013 was reasonable and consistent with prior years.

The audit committee agreed to hold a public comment period at future audit committee meetings as determined by the audit committee on a meeting by meeting basis.

By consensus of the audit committee, a public comment period was held.

A motion was made by Mr. Rastogi, seconded by Ms. Rosen to adjourn the meeting at 9:15pm.

Mr. Rastogi made a motion to adjourn from Executive Session and return into public session at 8:41pm. Ms. Beharry seconded the motion. The motion passed 5-0.

Mr. Rastogi made a motion to reenter into public session at 8:44pm. Ms. Beharry seconded the motion. The committee voted 5-0 to enter into public session.

The audit committee entered into a discussion with Ms. Susan Barossi, partner of O'Connor Davies, our school district auditor for the year ended June 30, 2013 financial statements, for the purpose of discussing the audit procedure implemented for tuition revenue and employee retirement expense. After the discussion, the majority of the audit committee (4 to 1, with Mr. Wasserman dissenting) agreed that the audit procedures used to audit the tuition revenue and employee retirement expense were reasonable and consistent with prior years. The majority of the audit committee (4 to 1, with Mr. Wasserman dissenting) agreed to recommend to the Board of Education that after their February 4' 2014 meeting with Stuart Mattey, Assistant Superintendent for Finance and Operations and Nicole Susa, District Treasurer, and their meeting with Ms. Susan Barossi, partner for O'Connor Davies, our external audit firm, no further action need be taken on the matter raised to the audit committee of tuition revenue and employee retirement expense.

The audit committee agreed that the agenda for the next meeting would be to 1) choose an external auditor for recommendation to the Board of Education and 2) Discuss potential areas for our internal auditor to conduct their intensive risk review.

A motion was made by Ms. Rosen to adjourn the meeting at 9:59pm. Ms. Gottlieb seconded the motion. The Committee voted 5-0 to adjourn the meeting.

Briarcliff Manor Union Free School District

Minutes of the Board of Education Audit Committee

2013-2014 School Year

Meeting Minutes

Meeting Date:	February 25, 2014
Time:	7 PM
Meeting Location:	District Conference Room
Meeting #:	6

Present:

Committee Members

Ms. Jennifer Rosen, BOE President, Audit Committee Member
Mr. Paul Wasserman, BOE Member and Audit Chairperson
Ms. Wendy Gottlieb, Audit Committee Member
Ms. Sharon Beharry, Audit Committee Member
Mr. Saurabh Rastogi, Audit Committee Member

Ex-Officio Members

Ms. Nicole Susa, District Treasurer
Mr. Stuart Mattey, Assistant Superintendent for Finance and Operations

Internal Auditor

Macro DiRusso Tobin & Co.

Ms. Gottlieb made a motion to convene the meeting at 7:06pm. Mr. Rastogi seconded the motion. The motion passed 5-0.

Mr. Rastogi made a motion to enter executive session to discuss the employment of a particular corporation and review a legal matter at 7:07pm. Ms. Beharry seconded the motion. The motion passed 5-0.

Ms. Gottlieb made a motion to recommend to the Board of Education to employ O'Connor Davies as the external auditor, with the provision that the partner and audit manager be rotated out. Mr. Rastogi seconded the motion. The motion passed 4-1, with Mr. Wasserman voting against it.

Ms. Gottlieb voted to adjourn executive session at 7:21pm. Mr. Rastogi seconded it. The motion passed 5-0.

Ms. Rastoggi made a motion to reconvene public session at 7:25pm. Ms. Gottlieb seconded the motion. The motion passed 4-1 with Mr. Wasserman voting against it.

Mr. DiRusso presented the Risk Assessment report to the committee.

The Committee discussed Human Resources & Payroll and tuition revenue as areas of intensive review. Ms. Gottlieb made a motion to recommend to the Board of Education that it chooses Human Resources and payroll as the area of intensive review. Mr. Rastogi seconded the motion. The motion passed 4-1 with Mr. Wasserman voting against it.

Mr. Rastogi made a motion to recommend to the Board of Education that it should assess whether there is a need to perform a special education tuition revenue audit. Ms. Gottlieb seconded the motion. The motion passed 5-0.

Ms. Rosen made a motion to ask the Board of Education to ask Counsel whether it would be appropriate if counsel would review and make recommendations on the Audit Committee's Charter. Ms. Gottlieb seconded the motion. The motion passed 5-0.

<u>Items to be placed on the agenda for the next meeting were decided upon:</u>

1. Review Internal Audit Intensive Review Finding
2. External Auditor Entrance Meeting
3. Discuss the role of the Audit Committee with respect to the budget
4. Enter executive session to discuss legal matters.
5. Approve minutes of the February 4, February 12, and February 25 meeting
6. Motion for Public comments

Mr. Wasserman made a motion to further discuss tuition revenue. There was no second.

Mr. Wasserman made a motion to allow for public comments. Mr. Rastogi seconded the motion. The motion passed 5-0.

Mr. Rastogi made a motion to adjourn the meeting at 9:40pm. Ms. Gottlieb seconded the motion. The motion passed 5-0.

O'CONNOR DAVIES

Proposal to Provide External Auditing Services

For the Fiscal Year Ended June 30, 2014;
With an Option to Renew for the Years Ending
June 30, 2015, 2016, 2017 and 2018

Submitted By:

Domenick Consolo, Partner; dconsolo@odpkf.com
Alan Kassay, Partner; akassay@odpkf.com
O'Connor Davies, LLP
500 Mamaroneck Avenue, Ste. 301
Harrison, New York 10528

(914) 421-5600

November 27, 2013

O'CONNOR DAVIES

PKF

November 27, 2013

Ms. Nicole F. Sprague
Purchasing Agent
Putnam/Northern Westchester BOCES
200 Boces Drive
Yorktown Heights, New York 10598

Dear Ms. Sprague:

O'Connor Davies, LLP ("O'Connor Davies") is pleased to submit our proposal to provide external auditing services for the year ended June 30, 2014; with an option to renew for the years ending June 30, 2015, 2016, 2017 and 2018. We are confident that our team of seasoned professionals, our extensive experience in the government sector, and our significant level of partner involvement will meet or exceed your highest expectations. Based on our prior experience with over fifty School Districts, we have an in-depth understanding of the work to be performed, as detailed in the request for proposals. We are dedicated to perform the required work within the timeframe established by the Request for Proposal ("RFP"). The contents of this proposal represent a firm and irrevocable offer to provide the requested services and is valid for a period of ninety (90) days from the date of this letter.

O'Connor Davies' Partners and professionals look forward to establishing/continuing a solid working relationship with each School District based on professionalism and trust. We will be responsive to the School District's needs and will provide the highest caliber of professional service. We will consistently demonstrate our commitment, which will extend beyond our professional requirements, to satisfy the School District's financial objectives. O'Connor Davies' Partners will be actively involved and onsite for the engagement and will always be available as needed by the School District.

O'Connor Davies is comprised of 400 professionals, including 70 partners, and seven offices in the New York metropolitan area. With deep roots and a solid reputation, the rapidly growing accounting firm of O'Connor Davies was founded over 115 years ago and is ranked as number 39 in *Accounting Today's* 2012 "Top 100 Firms" of accounting firms in the United States.

We realize that the School District is currently facing many challenges. The School District must operate in an efficient, cost-effective environment to maintain the public trust and must also keep pace with ever-changing technological advances while reacting to economic influences. The Board of Education is the spokesperson for the taxpayers and more than ever before, the taxpayers are demanding the judicious use of the School District's limited resources and are requiring the implementation of sound management policies. As you position the School District to address these challenges and public demands, the selection of a public accounting firm becomes crucial.

O'CONNOR DAVIES, LLP
500 Mamaroneck Avenue, Suite 301, Harrison, NY 10528 I Tel: 914.381.8900 I Fax: 914.381.8910 I www.odpkf.com

O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

For more than fifty years, the Firm has specialized in providing accounting, auditing and management advisory services to the government sector. We are fully qualified and are prepared to dedicate an experienced team and resources to perform the audit of the School District's financial statements. Our Harrison office will service the School District and our Partners and professionals possess a deep knowledge of government, education and management operations. They are considered experts in their field and are all very familiar with the environment in which the School District operates. On a year-round basis, our specialists in governmental accounting and management advisory services provide audit, review and consulting services. We would welcome the opportunity to assist the School Districts in addressing the challenges that lie ahead and in reaching your strategic goals.

As a Firm, we value our investment in the education of the members of our Government Services Division. Our continuous professional education curriculum is conducted by trainers from the National Government Finance Officers Association ("GFOA") who provide semi-annual training programs for our municipal team. All members of the engagement team who would be assigned to the School District have the requisite Continuing Professional Education ("CPE") credits for auditors under Generally Accepted Government Auditing Standards ("GAGAS").

Our Firm is fully qualified and prepared to dedicate significant resources and provide the highest level of professional service to the School District to ensure that all time requirements are met. Domenick Consolo, Susan M. Barossi, Alan Kassay, Scott Oling, Rob Daniele and H. Chris Kopf, Engagement Partners, will lead the members of the Firm that will be assigned to the School District's audit. We believe that the attributes and talents of our Partners and professional staff, as described in further detail in this proposal, clearly distinguishes O'Connor Davies from all other firms in its ability to provide the School District with the services requested.

We would welcome the opportunity to meet with the Audit Committee and the Members of the Board of Education to review our proposal and answer any questions you may have. Please do not hesitate to contact either of us at 914-421-5600 or dconsolo@odpkf.com or akassay@odpkf.com.

Very truly yours,

O'Connor Davies, LLP

O'Connor Davies, LLP

O'CONNOR DAVIES

Section 5

Client List

List of Clients:

Counties:
- Orange
- Putnam
- Rockland
- Westchester
- Ulster

Villages:
- Ardsley
- Bronxville
- Briarcliff Manor
- Buchanan
- Croton-on-Hudson
- Dobbs Ferry
- Elmsford
- Hillburn
- Irvington
- Larchmont
- Mamaroneck
- Monroe
- Mount Kisco
- New Paltz
- Ossining
- Pelham Manor
- Pleasantville
- Rye Brook
- Scarsdale
- Sleepy Hollow
- Spring Valley
- Tarrytown
- Tuckahoe

Cities:
- Glen Cove
- Middletown
- Mount Vernon
- Newburgh
- New Rochelle
- Peekskill
- Port Jervis
- Rye
- Stamford, CT
- White Plains
- Yonkers

School Districts (External Audits):
- Blind Brook-Rye
- Blythedale
- Brewster
- Briarcliff Manor
- Bronxville
- Byram Hills
- Carle Place
- Chappaqua
- Clarkstown
- Dobbs Ferry
- East Ramapo
- Edgemont
- Elmsford
- Garrison
- Greenburgh Graham
- Greenburgh #7
- Greenburgh #11
- Greenburgh North Castle
- Harrison
- Hastings-on-Hudson
- Hendrick Hudson
- Hyde Park
- Katonah-Lewisboro
- Lakeland
- Mamaroneck
- Mount Pleasant
- Mount Pleasant Cottage
- Mount Vernon
- Nanuet
- New Rochelle
- North Salem
- Ossining
- Pearl River
- Pelham
- Pleasantville
- Putnam Valley
- Roslyn
- Rye
- Rye Neck
- Somers
- Tuckahoe
- Valhalla
- White Plains
- Yonkers

School Districts (Internal Audits):
- Croton-Harmon
- Glen Cove
- Sullivan West
- Valley Stream
- Wappingers

Towns:
- Bedford
- Bethany, CT*
- Bozrah, CT*
- Brooklyn, CT*
- Carmel
- Chester, CT*
- Cortlandt
- Eastchester
- Fishkill
- Greenburgh
- Hampton, CT*
- Harrison
- Hyde Park
- Kent
- Lisbon, CT*
- Lewisboro
- Mamaroneck
- New Canaan, CT
- New Fairfield, CT*
- New Castle
- Orangetown
- Ossining
- Philipstown
- Pomfret, CT*
- Pound Ridge
- Putnam Valley
- Ramapo
- Salem, CT*
- Somers
- Sterling, CT*
- Stony Point
- Union, CT*
- Wallkill
- Woodstock, CT*
- Yorktown

Borough:
- Stonington, CT

***The School District/Board of Education is included in the Town's financial reporting structure and is audited as part of the Town's audit process.**

Community Colleges:

- Dutchess Community College
- Rockland Community College
- Suffolk Community College
- Westchester Community College

Authorities:

- Orange County Water Authority
- Yonkers Parking Authority

Not-For-Profit Corporations:

- American Lyme Disease Association, Inc.
- American Red Cross of Westchester
- Hudson Valley Foundation
- Mamaroneck Free Library
- Mosholu Montefiore Community Center
- Rockland Community College Association
- Rye Senior Citizen Housing
- The Sharing Community
- Society of Plastics Engineers, Inc.
- Textile Conservation Workshop
- Westchester County Association
- Westchester Education Coalition, Inc.
- Westchester Reform Temple
- Westchester School Boards Association

Districts:

- Rowayton (Sixth Taxing District of the City of Norwalk)
- Harrison Volunteer Ambulance Corps, Inc.
- Northern Westchester Joint Water Works
- Westchester Joint Water Works

Fire Districts:

- Eastchester Fire District
- Yorktown Heights Fire District
- Somers Fire District
- Greenville Fire District
- Fairview Fire District
- North Castle South Fire District
- Pleasantville Fire District
- Hartsdale Fire District

State Entities:

- New York Power Authority

Approach to the Audit of the School District

Audit Purpose

Our audit will be made in accordance with generally accepted auditing standards and government auditing standards as prescribed by the U.S. General Accounting Office. The audit of the financial statements will be designed to express unqualified opinions on the basic financial statements. We will also determine, if necessary, the School District's compliance with Federal Program requirements pursuant to the Single Audit Act. In addition, we will audit the financial statements of the extraclassroom activity funds.

Specific Audit Approach

Phase I – Audit Planning

The planning phase will lay the foundation for the direction that the audit will take. It will encompass the following steps:

- Reviewing the Operating Environment

  Our first step will be to review our understanding of the School District in order to be certain we are aware of their needs, desires, activities and plans. This will be accomplished through meetings and discussions with management. Also, an "Audit Planning Letter" will be thoroughly reviewed with management prior to the audit commencement date.

- Assessing Risk

  The first step in developing our audit approach is assessing the risk of a material misstatement of the financial statements.

  The risk of material misstatement is the product of three risk components:

  - Inherent Risk – risks inherent in the School District without regard to controls
  - Control Risk - internal control must fail to detect and correct the error; and
  - Audit Risk - the auditor's tests fail to detect the error.

  The risk-assessment auditing standards that we follow on all audit engagements include substantial procedural and documentation requirements. O'Connor Davies' objective is to provide reasonable assurance that the financial statements are free of *material misstatements*. We will need to explicitly assess and document the risk of material misstatement both 1) from the perspective of the financial statements as a whole and 2) from the perspective of each of the assertions applicable to various financial statement items.

  Once risk has been assessed, the auditor then determines the nature and timing of audit procedures required to limit that risk to an acceptable level. To minimize the level of audit effort, we will concentrate our audit effort on those areas where the risk of material misstatement is greatest. In low risk areas, we will utilize limited audit procedures which may include extensive analytical techniques to support our opinion on the financial statements.

- Define Major Audit Objectives

  We will define the audit objectives, concentrating on the identified areas of audit concern. Examples of audit objectives are:

  - Proper recording of revenues;
  - Expenditures and liabilities are recorded and charged to the proper account.

- System Review – Review of Internal Controls and Procedures

  We will identify and document the applicable internal controls and systems. We then "walk" selected transactions through the system to confirm that it is functioning as described. At this point, we document the system through the use of flow charts and narrative descriptions. Our next step is to make a tentative evaluation of the effectiveness of the system of internal control to determine the degree of reliance which may be placed upon the system. The final phase is to test the system for the purpose of confirming, modifying or rejecting our initial evaluation. Our samples are selected both judgmentally and statistically and encompass all major operations and funds. Our experience in the municipal field enables us to focus on specific areas so that we can perform a cost-effective audit. This will enable us to determine the appropriate amount of testing required. We will then design and tailor our audit procedures for the audit of the School District.

- Develop a Tailored Audit Program

  Based upon our understanding of the internal controls and the accounting systems, we will tailor our audit programs for the School District. Specific procedures will be designed both from a compliance and substantive test point of view.

  We will be performing certain audit procedures separately for the School District as follows:

  - O'Connor Davies' testing of the processing of transactions recorded through the School District's financial system to determine the nature timing and extent of our substantive tests.

Phase II - Field Work

The field work phase will lay the foundation for the basis of our opinion on the financial statements. Our approach will encompass the following steps:

- Critical Audit Areas

  Critical audit areas may relate to either financial statement items or financial statement disclosures. Factors that are used in determining critical audit areas include:

  - areas that involve a high degree of judgment;
  - areas requiring specialized skills; and
  - complex accounting applications.

- Significant Audit Areas

  Significant audit areas typically include those characterized by a large number of transactions, dollar large balance or risk of material misstatement. O'Connor Davies may consider tax revenue, tuition revenue, general fund, capital projects fund, payroll and Federal and State aid/expenditures as significant audit areas.

Phase III – Communication/Reporting

At the completion of the audit, we will review the financial statements, while in draft form, with the Management of the School District. As noted above, the financial statements are the School District's and while we render our opinions with respect to those statements, Management must make the final decisions. Of course, we must be satisfied with the classification of amounts and the fairness of the overall presentation.

During this phase the financial statements will be thoroughly reviewed by the engagement partner, manager and in-charge accountants. In addition, the quality review partner, John Cosgrove, will offer his recommendations to achieve the high standards of reporting that the School District deserves.

The management letter is a document that evolves from the audit process. It includes comments and suggestions for improvements in the systems of internal control. It also identifies areas of non-compliance that were identified as a result of the tests performed as well as significant transactions that would be of interest to management and the Board of Education. Since the management letter is a written communication to management and the Board of Education, we generally expand its contents to include new issues in the governmental finance environment which would be of interest to these parties. We review the contents of the letter with management only to insure that there are no misstatements of facts or observations. Upon completion of the review, the management letter is submitted to the Board of Education.

Phase IV – Communication/Meetings

Upon completion of the audit, we will render the following reports

a) A report on the fairness of presentation of the financial statements in conformity with generally accepted accounting principles, including the extraclassroom activity funds.

b) A report on the internal controls of the School District together with recommendations for improvements.

c) A report on the internal control used in administering federal financial assistance programs, and a report on compliance with laws and regulations related to major and non-major federal financial assistance programs, if necessary.

d) A letter on control deficiencies, if any, or any other matters the auditor deems beneficial to present to the Board of Education.

It has been our experience that, in order for the Audit Committee and Board of Education to comprehend all the relevant financial data included in the report and to understand the significant management comments, the auditors should meet directly with these groups. For this reason, we would request the opportunity to present the audit report and management letter to

the Audit Committee and Board of Education. Our Government Services Partner would make the presentation to the Board of Education.

The State Comptrollers' five point plan was enacted into law in 2005. One aspect of the law was the establishment of an audit committee, effective January 1, 2006. Consequently, in addition to meeting with the Board of Education, we will meet with the Audit Committee prior to and after the completion of the audit as well. We will attend the following meetings:

1. Entrance Conference with Assistant Superintendent for Business
2. Pre-Audit Conference with the Audit Committee/Board of Education
3. Informal Exit Conference with Superintendent, Assistant Superintendent for Business and Key Business Office Personnel
4. Formal Exit Conference with Audit Committee/Board of Education
5. Final Public Board of Education Presentation

We will notify the School District in the event that situations or concerns should arise during the audit. Specifically, expect to discuss matters as follows:

- Auditor's responsibilities under GAGAS
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments
- Disagreements with management
- Consultations with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit
- A written list and explanation of all adjustments made to the financial reports and
- Management Letter between drafts and final issuance

We will retain all material relevant to each audit for a minimum of seven years in compliance with our firm policy.

B-1 **Attachment B – Briarcliff Manor UFSD**
Staffing: 1 Manager, 1 Supervisor, 1 Senior, 2 Staff
Annual pricing for the fiscal years ended June 30, 2014, 2015, 2016, 2017 and 2018

The undersigned has carefully examined the Request for Proposal (RFP) for Auditing Services and in accordance with the specifications of the RFP submit this proposal and agree to furnish and perform the specified audit services for the school district within the time limits specified for the amounts indicated below.

The undersigned agrees to enter into a written contract to furnish such materials and services as required in the proposal specifications.

The following quotation prices are listed as firm for a period of sixty (60) days after the due date of the RFP and may not be withdrawn before sixty (60) days after the due date of the proposal for any reason including mistake.

The audit firm agrees to perform the auditing services specified in this RFP for the amounts quoted as follows:

Audit of the fiscal year ended June 30, 2014	$ 39,000
Audit of the fiscal year ended June 30, 2015	$ 39,000
Audit of the fiscal year ended June 30, 2016	$ 39,750
Audit of the fiscal year ended June 30, 2017	$ 40,500
Audit of the fiscal year ended June 30, 2018	$ 41,250

If the audit firm, in addition to the specified audit services performs other requested services, the audit firm will supply time records and service descriptions to validate any invoiced charges. In calculating fees for additional management services, the audit firm's staffing fee structure, hourly rates and other costs will be as follows:

See "Additional Services" section, page 39.

Name of firm O'Connor Davies, LLP

Printed name and title of person signing Susan M. Barossi, Partner

Signature Susan M Barossi Date November 27, 2013