Town of Washington, Vermont Request for CPA Audit of The Town of Washington Vermont Books.

Date Issued: November 5th, 2026

Proposal Due date: December 7, 2026

Bid Opening: December 7, 2026

Project Completion: May 1, 2027

Budget - $25,000.00

1. Introduction The Town of Washington, Vermont is seeking proposals from a qualified CPA Firm to conduct a full Audit of the Town of Washington's books – for fiscal year 6/1/25-6/1/26

Specific Scope Items to Include in the RFP

A. **User Access & Audit Trail:** The auditor must review the QuickBooks audit trail to verify that internal accounting controls are sound
B. **Traceability of Special Funds:** Evaluation of how the town uses QuickBooks "Classes" or "Customer/Jobs" to isolate and track specific state grants, FEMA, ARPA allocations, highway funds, or capital reserves.

Budgetary Controls & Reporting

C. **Budget-to-Actual Mapping:** Audit the process of how the voter-approved town budget is entered and tracked within QuickBooks.
D. **Deficit and Surplus Verifications:** Review any over-expenditures relative to line-item budget limits and evaluate the treatment of unexpended year-end funds under Vermont's unassigned fund balance rules
E. **Management Letter Actionability:** Require the final management letter to include specific, practical recommendations for optimizing the town's QuickBooks workflows, reducing manual spreadsheet dependencies, and improving monthly budget reporting to the Selectboard.

2. Explicit proof that the Firm is Certified Public Accountant (CPA) licensed to practice in the State of Vermont, alongside a statement of strict independence from the municipality or organization must be provided
3. Proven track record conducting audits in compliance with Government Auditing Standards and Federal Uniform Guidance for grant tracking must be provided
4. A copy of the firm's most recent external quality control / peer review report must be provided

5. Profiles of the principal supervisory and management staff assigned to the contract, highlighting their specific years of government auditing experience must be provided
6. 5 References for similar size contracts must be provided
7. Evidence of adequate professional liability and general liability insurance and workers' compensation must be provided, (COI)

Please Note: The Board will review all bids for one week and hold a special meeting to award this contract. During that week, all references will be reviewed and questions will be asked if any to the bidders.

All Bids can be dropped off at the Box at the Town Hall or hand delivered to the Town Clerk. Hours of Operation M, T, W 8 AM to 4 PM. If the Town is not open, please use the drop Box.

Town of Washington, VT
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