

Response to Request for Independent Audit Services

Date of Proposal: February 23, 2023

Presented to:

Ogdensburg City School District
Board of Education

Presented by:

Bowers & Company CPAs, PLLC
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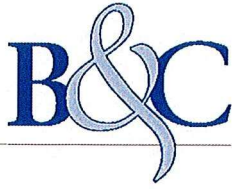
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WATERTOWN | 1120 Commerce Park Drive East, Watertown, NY 13601 | 315.788.7690

February 23, 2023

Ogdensburg City School District
1100 State Street
Ogdensburg, NY 13669

Dear Board of Education,

We are pleased to provide you the enclosed proposal for external auditing services. Pursuant to our audit proposal, we hereby confirm the following:

- Our understanding of the work to be performed for the Ogdensburg City School District (the "District").
- Our commitment to perform the work within the time period specified in the audit proposal.
- We believe our Firm is best qualified to perform the engagement based on our knowledge and experience specific to school district audits (referenced in this proposal), Government Auditing Standards, the Uniform Guidance, and our commitment to non-rotating staff.
- Our proposal is a firm and irrevocable offer of the audit periods covered.

We will audit the general-purpose financial statements of the Ogdensburg City School District for the years-ending June 30, 2023, 2024, 2025, 2026 and 2027 in accordance with generally accepted auditing standards and Government Auditing Standards. The audit will comply with the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). We will issue appropriate reports on the general-purpose financial statements, internal controls, and compliance. Audit will follow all applicable GASB standards, and any initiatives as outlined by the New York State Comptroller's office and all compliance requirements as required by law. We will also perform tests on the extra-curricular accounts.

We appreciate the opportunity to present this proposal to the District and believe this letter accurately summarizes the significant terms of our engagement.

Please do not hesitate to contact me with any questions. I look forward to hearing back from you after your review.

Very truly yours,

Bowers & Company CPAs, PLLC

A handwritten signature in purple ink, appearing to read 'L. Podvin'.

Laurie J. Podvin, CPA
Partner

OUR FIRM

Bowers & Company CPAs, PLLC ("Bowers" or the "Firm") is a firm of certified public accountants offering a wide range of services in the areas of accounting, auditing, taxation, and consulting. The Firm was originally established in 1977, because of a desire to offer the same high-quality services of the national firms but with a personalized approach more appropriate to small and medium-sized companies. Since its formation, Bowers has experienced strong, steady growth to its present size of 20 partners and a total staff of approximately 95 professionals, representing clients with operations in over thirty-five states and numerous international locations.

The Firm's structure is organized by specialties with separate audit and accounting, tax, and business consulting departments. We have a diverse client base and have specific industry knowledge in School Districts, Government, Not-for-Profit, Manufacturing, Transportation, Convenience Stores, Real Estate, and Construction.

Bowers has local offices in Syracuse, Watertown, and Rochester, New York. The audit will be conducted from the Watertown office and include staff from both Syracuse and Watertown. Engagement Partner Laurie J. Podvin is from the Watertown office and Single Audit Manager Jennifer Richardson is from the Syracuse office. All other staff will come from both offices.

OUR MISSION

Bowers & Company, CPAs, PLLC continuously strives to be the premier accounting firm that provides excellent service to our clients through consistency in the teams that serve them. We develop professionals that aspire to reach their full potential, making us the Firm of choice for clients, employees, and the business community.

OUR PHILOSOPHY

Our goal is to provide premier accounting and business consulting services to our clients while striving to exceed their expectations in the delivery of these services. We believe a professional practice guided by these principles will succeed in providing you with the highest quality services available.

The centerpiece to our success is our people. We provide the best possible training, resources, and work environment for our staff. Our professionals maintain close contact with our clients throughout the year and encourage our clients to contact us regarding operating plans and other matters relating to your operations.

LEADERSHIP

Bowers is one of the leading experts in governmental audits, having specialized in this area for over 30 years. Laurie J. Podvin, CPA is an Audit Partner currently leading 10 of the 20 school district audit engagements. Bowers has a breadth of experience in governmental auditing that is unmatched in this market.

Laurie is a leader in the Bowers & Company Governmental Practice Group with a combined 140 years of combined governmental audit experience. For a Bowers client, this unparalleled expertise translates into an extraordinary level of confidence and service they will not find elsewhere. Laurie's thoughts on the Firm's expertise:

- When Bowers starts a school district audit, our *responsibility is to produce an audit that protects the School Board*. Upon review of our audit, the Board of Education will have confidence that:
 - The District's financial position has been examined with scrutiny.
 - The District's audit will be reported in compliance with NYS and Federal regulations.
 - The District will be informed of any areas that need attention.
- There are many firms that produce standard school audits, but few with the knowledge and ability to confidently complete the audit knowing that nothing was missed, and every area was examined accurately to professional standards. Errors or omissions can place a school board in an awkward position.
- We measure ourselves by the thoroughness and timeliness of our audit. A school district is held to deadlines, and there isn't an acceptable reason they should ever miss an audit related deadline.
- We breakdown the field work timeline. We spend 2 days to execute preliminary work in June, when your school officials have more free time. This allows us to reduce the time spent during the summer performing audit work.
- We are open to assisting and making recommendations. The Business Administrator will have time to ask any questions before the books are closed at year end. This prevents mistakes we could have found during the audit.

PROACTIVE CLIENT SERVICE

Bowers maintains communication with its school district clients throughout the year, providing consulting services and assistance on issues that affect their day-to-day operations. Examples of this include:

- **GASB Standards.** We are available to assist all our governmental clients with implementing processes and procedures required by GASB standards.
- **Consulting.** Ongoing consulting and availability for technical issues that arise from new accounting pronouncements.

CONTINUING PROFESSIONAL EDUCATION ("CPE")

Our CPE policy requires all professional staff to fulfill the New York State Department of Education's continuing education requirements; however, we encourage our professionals to go beyond the *minimum requirements* to become more well-rounded professionals. We provide webinars and outside training to not only improve their auditing skills, but to improve their understanding of business and the economy in general. We conduct monthly staff meetings to discuss current events related not only to accounting and auditing standards, but also finance and economics.

Bowers is a member of the AICPA's Governmental Audit Quality Center (GAQC) and the New York State Association of School Business Officials (ASBO New York) and listed as a provider of audit services. Our *Government Practice Group* members attend the annual Accounting and Auditing Update Seminar to stay current on all key financial issues and changes effecting school operations and receive eight hours of CPE credits focused specifically on school district audits.

In addition to this specific training, Bowers requires each individual responsible for planning, directing, and conducting the audit to complete at least 80 hours of continuing education and training every two years which contributes to their professional proficiency. In addition, each of those individuals must complete at least 24 of the 80 hours of continuing education and training in subjects directly related to government auditing.

ANALYSIS OF FINANCIALS

Although a significant amount of our audit procedures focusses on compliance and governmental audit standards, we also view the District as a business. Accordingly, our audit procedures include extensive analytical procedures including the following:

- **Fund Balances.** We monitor each school's fund balance to ensure that the District is adhering to the requirement of not retaining more than 4%.
- **Reserves.** We perform a review of reserves to make sure those that you are taking are reasonable and adhere to and are in compliance with applicable laws.
- **Variation Analysis.** A variation analysis of revenue and expenditures is performed, comparing budgeted to actual to aid in planning and budgeting going forward.

GOVERNMENT EDUCATIONAL SEMINARS

Bowers has provided periodic educational workshops and speaking engagements, such as:

- **2021 School District Accounting Update.** Zoom webinar for Northern Chapter ASBONY
- **2018 Extra Classroom Activity Fund Workshop.** BOCES, Watertown, NY
- **2016 Uniform Guidance.** Updating Your Policies and Procedures, BOCES, Watertown, NY
- **2016 Extra Classroom Activity Fund Workshop.** BOCES, Watertown, NY
- **2015 Governmental Conference.** Savory Downtown, Watertown, NY
- **NYS Association of Towns Finance Schools.** GASB 54: Fund Balance Reporting and Governmental Fund Definition. Rochester, NY and Saratoga Springs, NY.
- **Rural Housing Coalition Conference** GASB 34 – Its Effect on Funding of Community Projects
- **Rural Housing Coalition Conference.** Financial Management – Best Practices

SINGLE AUDIT IN ACCORDANCE WITH OMB'S UNIFORM GUIDANCE

Our Firm has extensive experience with Single Audits in accordance with the Uniform Guidance.



FIRM QUALIFICATIONS & EXPERIENCE

While there are many similarities among CPA firms, our Firm possesses qualities that make us different. We are confident our unparalleled experience, resources, and approach make us the best suited to serve the District. *Following is a summary of qualities that make Bowers stand apart from the rest:*

HOW ARE WE DIFFERENT?

- We treat every Governmental and Not-for-Profit engagement like we do a business, giving you the same comprehensive analysis, we would with any organization.
- We pride ourselves on proactive Board communication.
- We issue an insightful management report, which doesn't just state the facts, but provides guidance and recommendations for your District.

STAFF CONSISTENCY

Bowers has low employee turnover and excellent staff continuity. This is attributable to our investment in professional staff development. As a result, you will experience consistent staffing year-after-year. Your staff will not be "training" new auditors each year. We become your trusted advisors, the professionals you call when you have questions.

FEE STRUCTURE

Due to the seasonality of our business, we are able to provide audit services to school districts and other fiscal year-end Not-for-Profit organizations at favorable rates.

PARTNER INVOLVEMENT

Bowers is comprised of over 95 professional staff including 20 audit and tax partners. Our high partner ratio means the District receives significant attention from experienced professionals. This is not necessarily true with audit firms with low partner-to-staff ratios. Combined with our low turnover rate and several qualified governmental audit staff, exceptional professional service over the term of the agreement is assured.

SINGLE AUDIT EXPERTISE

We have extensive experience performing single audits, a requirement of many schools' district audits. A sample of our single audit experience includes:

- 19 New York State School Districts
- Neighbors of Watertown
- City of Watertown
- Lewis County Opportunities
- Town of Massena
- One New York State BOCES

TECHNOLOGY

We utilize current technology, including document management systems, and paperless audit and tax software.

QUALIFICATIONS AND EXPERIENCE OF THE FIRM STAFF



LAURIE J. PODVIN, CPA
Engagement Partner

Phone: (315) 777-4915
Email: lpodvin@bcpllc.com

SUMMARY OF EXPERIENCE

Originally from Watertown, New York, Laurie graduated from Nazareth College with a B.S. in accounting in 1987. Laurie received her CPA designation in 1990, has been in public practice for thirty-four years, specializing in Not-for-Profit and Governmental auditing, specifically School Districts. Laurie resides in Watertown with her family.

AREAS OF EXPERTISE

- Auditing
- Governmental
- School Districts
- Not-for-Profit
- Corporation and Individual Tax

EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor of Science, Accounting, Nazareth College

PROFESSIONAL AFFILIATIONS

- *Member*, New York State Society of Certified Public Accountants (NYSSCPA)
- *Member*, American Institute of Certified Public Accountants (AICPA)
- *Member*, NYS Association of School Business Officials (ASBO NEW YORK)
- *Board Member*, Greater Watertown North Country Chamber of Commerce
- *Board Member*, Movement Sports

PARTNER-IN-CHARGE OF THE FOLLOWING SELECTED ENGAGEMENTS

- Town of Massena
- 33 years of School District audit experience, Engagement Partner for 9 NYS Central School Districts and one BOCES.
- Jefferson Community College Foundation, Jefferson Community College Faculty Student Association, Inc., Jefferson Community College New Student Group
- Northern New York Community Foundation

QUALIFICATIONS AND EXPERIENCE OF THE FIRM STAFF



JENNIFER K.
RICHARDSON, CPA,
Single Audit Manager

Phone: (315) 234-1152
Email: jkr@bcpllc.com

SUMMARY OF EXPERIENCE

Originally from the Albany area, Jennifer obtained her Bachelor of Science in Accounting and Economics and her Master of Business Administration from Le Moyne College. Upon graduating from Le Moyne, Jennifer began at Bowers & Company CPAs in Syracuse. She has nine years' experience in auditing for-profit companies and governmental agencies.

AREAS OF EXPERTISE

- For-Profit Auditing
- Not-For-Profit Auditing
- Government Auditing
- Single Audits

LICENSES & ACCREDITATIONS

- *Certified Public Accountant*, New York State

EDUCATION

- Bachelor of *Science*, Accounting and Economics, Le Moyne College
- Master of Business Administration, Le Moyne College

PROFESSIONAL AFFILIATIONS & COMMUNITY INVOLVEMENT

- *Treasurer*, Girls on the Run

PAST AND CURRENT CLIENTS

- Indian River Central School District (Single Audit)
- Norwood-Norfolk Central School District– (Single Audit)
- General Brown Central School District – (Single Audit)
- South Lewis Central School District – (Single Audit)
- Watertown City School District – (Single Audit)
- Thousand Islands Central School District– (Single Audit)
- South Lewis Central School District (Single Audit)
- Syracuse Opera Company
- Herkimer County Industrial Development Agency
- Christian Health Center of Syracuse
- Oswego Teachers Employees Federal Credit Union
- Oswego Housing Development Council

QUALIFICATIONS AND EXPERIENCE OF THE FIRM STAFF



LYNDI M. HILL, MBA
Manager

Phone: (315) 777-4906
Email: lhill@bcpllc.com

SUMMARY OF EXPERIENCE

Lyndi obtained her Bachelor of Science degrees in Accounting and Corporate Finance at St. John Fisher College and her Master of Business Administration with a concentration in Public Accounting at State University of New York at Oswego. Lyndi has eleven years of Governmental and Not-For-Profit audit experience.

AREAS OF EXPERTISE

- Auditing
- Governmental
- Not-for-Profit
- Financial Institutions

EDUCATION & PROFESSIONAL CERTIFICATIONS

- Bachelor of Science, Accounting and Corporate Finance, St. John Fisher College
- Master of Business Administration, State University of New York at Oswego

PROFESSIONAL AFFILIATIONS AND AWARDS

- *Board Member- Treasurer*, Carthage Area Hospital Foundation
- *Board Member*, Cape Vincent Chamber of Commerce
- Recognized as recipient of 2022 Class of 20 Under 40 by NNY Business Magazine

SELECTED ENGAGEMENTS

- Canton Central School District
- Watertown City School District
- General Brown Central School District
- Town of Massena
- City of Watertown
- Northern New York Community Foundation
- Jefferson Community College Foundation
- Lewis County Opportunities
- The Antique Boat Museum
- Thousand Islands Bridge Authority

QUALIFICATIONS AND EXPERIENCE OF THE FIRM STAFF

GOVERNMENT PRACTICE GROUP

Our *Government Practice Group* brings over 140 years of combined experience in Government audits, currently providing audit services for numerous cities, towns, and villages and 21 New York State Central School Districts or BOCES. Our senior members of this group include:

Laurie J. Podvin, CPA, *Partner*, is a member of the NYS Society of CPAs, the American Institute of CPAs, and the Association of School Business Officials (ASBO NEW YORK). Laurie has 34 years of Government auditing and accounting experience and specializes in School District Audits including Single Audits.

Elizabeth A. Bush, CPA, *Partner*, is a member of the NYS Society of CPAs and the American Institute of CPAs. Liz has 32 years of Government auditing experience and specializes in School Districts and Not-for-Profit auditing, including Single Audits.

Daniel J. Krol, CPA, *Partner*, is a member of the American Institute of CPAs and has seven years of experience in Government auditing and accounting and specializes in School District Audits.

Nicole M. Teska, CPA, CFE, *Partner*, is a member of the NYS Society of CPAs, the American Institute of CPAs, and President of the CNY Chapter of American Society of Women Accountants. Nicole has over nine years of Government audit experience, including fraud investigations.

Jennifer K. Richardson, CPA, *Manager*, has nine years of experience in Government and Not-for-Profit auditing and accounting, including single audit reporting.

Lyndi M. Hill, MBA, *Manager*, eleven years of experience in Government and Not-for-Profit auditing and accounting.

Andrew D. Swords, MBA, *Supervisor* has five years of experience in Government and Not-for-Profit auditing and accounting.

Janelle L. Tuper, *Supervisor*, has twelve years of experience in Government and Not-for-Profit auditing and accounting.



QUALIFICATIONS AND EXPERIENCE OF THE FIRM STAFF

PARTNERS AND STAFF ASSIGNED TO THE ENGAGEMENT

Engagement Partner

Laurie J. Podvin, CPA
Years of Public Accounting
Experience: 34

Audit Manager

Lyndi M. Hill, CPA
Years of Public Accounting
Experience: 11

Single Audit Manager

Jennifer K. Richardson, CPA
Years of Public Accounting
Experience: 9



QUALIFICATIONS OF PROFESSIONAL STAFF

Our professional services team meets all licensing requirements and continuing professional education requirements required by *Government Auditing Standards*. The Partner and Staff assigned to your engagement have been involved in implementing new GASB pronouncements for several governmental entities, most recently GASB 87, *Leases*.

Laurie J. Podvin, is licensed to practice in the State of New York as a Certified Public Accountant. All assigned staff have met and will meet the continuing professional education requirements necessary to satisfy Governmental Accountability Office (GAO) standards. *All listed will be assigned throughout the term of the agreement for continuing advice and counsel.*

STAFF COMMITMENT, CONTINUITY, AND TURNOVER

We understand the best way to provide you with responsive, excellent service is to assign the most qualified individuals to the engagement and maintain continuity of staff on successive engagements. We are committed to maintaining the best possible combination of Partners and Staff that will bring a vast history of bookkeeping, accounting, audit, tax, and consulting experience in similar industries.

Our focus is to attract and retain the best people. In fact, the Central New York Business Journal named us as one of its *"Best Places to Work in Central New York"* in 2021 and 2022.

PEER REVIEW

Our most recent Peer Review Report dated November 15, 2021, is included in the *Appendices*.

REGULATORY ACTION

There has been no regulatory action taken by an oversight body against Bowers. Similarly, there have been no federal or state desk reviews or field reviews of our audits.

INDEPENDENCE AND CONFLICT OF INTEREST

We hereby assure that there are no conflicts of interest between Bowers and the District, its Board, or its Management; and the Firm is independent of the District as defined by generally accepted auditing standards/the U.S. Government Accounting Office's Government Auditing Standards.

ACCREDITATION

Bowers belongs to, and follows the guidelines of, the following organizations:

- A peer-reviewed member of the American Institute of Certified Public Accountants (AICPA)
- A member of the AICPA's Governmental Audit Quality Center (GAQC)
- A member of the AICPA's Private Companies Practice Section (PCPS)
- A member of the AICPA's Employee Benefit Audit Quality Center (EBAQC)
- A member of the New York State Society of CPAs (NYSSCPA)

AUDIT PROCEDURES

Bowers utilizes Practitioners Publishing Company's ("PPC") Audits of School Districts and Governmental Single Audit programs and checklists to conduct its school district audits. Our comprehensive risk assessment software is utilized on every audit engagement to ensure compliance with governmental audit standards.

We will meet with the District for an entrance conference meeting prior to starting fieldwork. We will also conduct interim fieldwork at a mutually agreed upon time during the month of June each year.

We will request that District staff compile audit documentation and prepare requested work papers to assist us in conducting the audit and to minimize the number of hours incurred. This will allow us to keep your audit fees to a reasonable amount each year.

We will issue a Management letter to the Board of Education on findings and recommendations as a result of audit procedures to communicate any internal control deficiencies and recommendations for improvement.

District personnel will be provided draft copies of all reports prior to final preparation and submission.

ANALYTICAL PROCEDURES

Type and extent of analytical procedures to be used in the engagement:

- **Planning.** Preliminary planning and comparison of account balances with the prior year and budget.
- **Fieldwork.** Compensation analytical procedures, revenue measurements and predictive/reasonableness tests.
- **Engagement Review.** Final analytical procedures of account balances.

APPROACH TO BE TAKEN IN DETERMINING COMPLIANCE WITH LAWS AND REGULATIONS THAT WILL BE SUBJECT TO AUDIT TEST WORK

All invoices that are selected for testing will be tested for compliance with laws and regulations when applicable.

- Non-statistical sampling is used. The sample size is to be determined based on the population.
- Cash balances will be analyzed to ensure that cash is adequately collateralized.
- Major federal programs will be tested for compliance with general and specific requirements of the grantor agency and the Single Audit Uniform Guidance.
- Samples to be tested for this purpose will be based on materiality for the programs tested based on our risk analysis.

AUDIT PROCEDURES – GENERAL

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

AUDIT PROCEDURES – INTERNAL CONTROLS

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

AUDIT OBJECTIVE

The objective of our audit will include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

SAMPLE SIZE AND TYPE AND EXTENT OF TESTING

Sample size for transaction testing is determined in two phases:

- a. Materiality Sample – determined based on materiality checklist. All transactions that are considered material are included in this sample.
- b. Non-material Sample – haphazardly selecting additional transactions based on sampling forms. Sampling forms compare the size of the population being tested to the audit materiality to generate sample sizes.

We do not use statistical sampling.

APPROACH TO BE TAKEN TO GAIN AN UNDERSTANDING OF DISTRICT'S INTERNAL CONTROL STRUCTURE

In planning and performing the audit of the financial statements, we consider the District's internal control over financial reporting to determine audit procedures that are appropriate. We will examine policies and procedures, inquiries of District personnel, and walk throughs of significant transaction classes.

APPROACH TO BE TAKEN IN DRAWING AUDIT SAMPLES FOR PURPOSES OF COMPLIANCE

Our firm uses electronic trial balance software and PPC electronic work papers which assist in sampling and analytical procedure work papers.

Type and extent of analytical procedures to be used in the engagement:

- a. Preliminary planning and comparison of account balance with the prior year and budget.
- b. Field work – compensation analytical procedures, revenue measurements and reasonableness tests.
- c. Engagement review – final analytical procedures of account balances.
- d. Compliance testing under Uniform Guidance follow sampling guidelines for major programs selected.

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

Ensure that the fieldwork is completed by September 15 each year in accordance with timelines established by the District. This will require cooperation of the District staff in resolving audit issues in a timely fashion.

CONSTANT COMMUNICATION

During the year we will maintain communication with management and request to be included on distribution of internal operational reports so that we can keep current on the District's financial results. Our planning process ensures the earliest detection of issues that will be discussed thoroughly with key financial personnel and the Board.

FIELDWORK

We will schedule audit fieldwork so we can complete the year-end fieldwork timely. Prior to audit fieldwork, we will review the year-to-date results in detail and document internal control activities. We will then perform a risk assessment and identify areas of audit significance so that we can tailor our audit programs specifically to your District.

PROFESSIONAL EXPERTISE

As previously indicated, we are heavily invested in staying current in both audit and accounting pronouncements. Our research positions will be discussed with management, so you are educated on the substance of the related pronouncements and understand the ramifications to your financial statements or audit. Partners assigned to the engagement are "hands on" and involved throughout the engagement, ensuring continuity at the highest professional level.

PROPOSED FEE STRUCTURE

AUDIT AND ACCOUNTING SERVICES

Our goal is to provide high-quality, reliable service at reasonable fees. Our fees are based on estimated hours and hourly rates, determined by each professional's level of experience.

We will audit the district's financial statements for the year ended June 30, 2023, and through the year ended June 30, 2027, and provide an Independent Auditors' Reports on Internal Control over financial reporting and on compliance in accordance with *Government Auditing Standards* and the Uniform Guidance.

Our policy is not to charge for minor advice and counsel. Any advice requiring material research will be communicated with an approximate fee estimate at the outset. Included in the Statement of Fees supplied under Fee Proposal, is unlimited phone support for the District's personnel regarding routine accounting assistance, recording of transactions, etc. Generally, any routine matter is one that takes less than one hour of time is provided free of charge.

Because our fee proposal provides ongoing access to the accounting, tax, and business advice you need on a fixed-fee basis, you are not inhibited from seeking timely advice for fear of "being on the clock." Our services are designed around our Statement of Fees as opposed to hourly rates, and offers you access to our cumulative experience, enhancing the District's objectives and achieve its goals.

STANDARD BILLING RATES

The hours of our professionals vary according to the degree of responsibility involved and the skill required. Hourly staff fees should additional services be provided beyond the scope of the audit.

Staff Level	Hourly Rate
Partner	\$300
Manager	\$250
Supervisor	\$205
Senior	\$195
Staff	\$180

FORM A: CUSTOMER REFERENCE LIST

Provision of Independent Audit Services

Customer Reference List

BOCES/District	Number of Years as Client	Contact Person	Phone Number
Beaver River CSD	11 + years of service	Ronald Rockwood	(315) 346-1211
Copenhagen CSD	11 + years of service	Scott Luther	(315) 688-4411
General Brown CSD	11 + years of service	Brian Moore	(315) 639-4711
Watertown City CSD	11 + years of service	Joshua Hartshorne	(315) 785-3714
Lyme CSD	11 + years of service	Ariana Morrison	(315) 639-4711
Sackets Harbor CSD	11 + years of service	Julie Gayne	(315) 646-3575
South Lewis CSD	11 + years of service	Barry Yette	(315) 785-3700
Thousand Islands CSD	11 + years of service	Angela Picunas	(315) 686-5521
South Jefferson CSD (Internal Audit)	11 + years of service	Cora Harvey	(315) 583-6104
Canton CSD	7-10 years of service	Dee Folsom	(315) 386-8561
Clifton-Fine CSD	7-10 years of service	Colleen Ayers	(315) 848-3333
Harrisville CSD	7-10 years of service	Rob Finster	(518) 543-2707
Morristown CSD	7-10 years of service	Staci Vaughn	(315) 848-3333
Norwood-Norfolk CSD	7-10 year of service	Lisa Mitras	(315) 353-4611
St. Lawrence-Lewis BOCES	7-10 years of service	Nicole Ashley	(315) 386-4504
Brasher Falls CSD	1-5 years of service	Kathy Mitchell	(315) 389-5131
Indian River CSD	1-5 years of service	Audrey Stevenson	(315) 342-3441
Hermon-Dekalb CSD	1-5 years of service	Doug McQueer	(315) 347-3442
Colton-Pierrepont CSD	1-5 year of service	Dale Munn	(315) 262-2100
Parishville-Hopkinton CSD	1-5 years of service	Colleen Ayers	(315) 265-4642

GENERAL
CONDITIONS

All invitations to bid issued by the Ogdensburg City School District will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the School District.

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury. Non-collusive bidding certification.
 - a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
2. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competition.
3. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
4. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.
 - a) A bid shall not be considered for award nor shall any award be made where a) 2) 3) and 4) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where a) 2) 3) and 4) above have not been complied with, the bid shall not be considered for award nor shall any award

be made unless the head of the purchasing unit of the political subdivision, public department, agency or official there of to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder a) has published price lists, rates or tariffs covering items being procured, b) has informed prospective customers of proposed or pending publication of new or revised lists for such items, or c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph 1) a).

- b) Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed, to be performed or goods sold or to be sold where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Firm Name Bowers & Company CPAs PLLC
Authorized Signature [Signature]
Title Partner



FORM C: NETWORK SECURITY

Here at Bowers & Co cyber security is paramount. From the latest firewalls to best-in-class file sharing services, we ensure client data is secure from the time we receive it until it is removed from our systems through automatic retention. We have conducted Cyber Security assessments within the last 24 months and passed with flying colors.

We train our staff monthly on cyber security issues and best practices for handling protected info. We have systems in place to monitor for potential disclosure of protected client information.

We have next gen endpoint security, content filtering, and perimeter defenses which coupled with our commitment to end user training give us a strong security posture.

Any questions or concerns regarding Network Security can be directed to Hayes Seymour, IT Director.

(315) 234-1193 | hs@bcpllc.com



FORM D: FEE PROPOSAL

This fee is a flat annual rate and includes necessary expenses. The fee will also cover follow-up work, rectifying deficiencies with any interested agencies, and provide for advice and counsel to the staff throughout the term of this contract.

Fee Proposal

2022-23	\$26,100.00
2023-24	\$27,720.00
2024-25	\$29,430.00
2025-26	\$31,230.00
2026-27	\$33,120.00

If significant additional time is necessary or additional accounting services above the scope of the audit are required, specifically related to adoption of new GASB standards or a new capital project, we will discuss it with you and arrive at an additional fee estimate before we incur the additional costs.

Firm Name:
Bowers and Company CPA's

Firm Address:
Watertown Office, 1120 Commerce Park Drive East, Watertown NY 13601

Firm Contact Person and Phone:
Laurie Podvin, Partner
(315) 777-4915 | lpodvin@bcpllc.com

Signature of a Firm Principal:



WE WANT TO BE A KEY PART OF YOUR SUCCESS



Our professionals have developed a reputation for helping similar organizations meet their goals and fulfill their missions. With the close, personal involvement of senior professionals on engagements, the extensive experience and insight of our professionals, and our commitment to staff continuity and meeting deadlines, we can help you accomplish your goals.

We understand challenges require more than ordinary solutions; they require forward-thinking, creative solutions that will help carry you into the future. We will take this proactive approach throughout the engagement.

We appreciate the opportunity to present this proposal and look forward to continuing our valued relationship with Ogdensburg City School District.

If you have any questions or comments, please contact Laurie Podvin, CPA at (315) 777-4915 or lpodvin@bcpllc.com.

APPENDIX A: PEER REVIEW REPORT



Report on the Firm's System of Quality Control

November 15, 2021

To the Partners of Bowers & Company, CPAs, PLLC and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Bowers & Company, CPAs, PLLC (the firm) in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; and audits of employee benefit plans. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bowers & Company, CPAs, PLLC in effect for the year ended June 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bowers & Company, CPAs, PLLC has received a peer review rating of *pass*.

SciArabba Walker & Co. LLP
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