



Town of Belville

Small Town Charm... Big Adventure

Request for Proposals

Annual Audit Services

Date of Issue: July 20 2026

Submission Deadline: August 3, 2026 at 1:00 p.m.

Town Contact Information

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Request for Proposal

The Town of Belville (hereinafter called the "Town") invites qualified independent auditors (hereinafter called "Auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the Town of Belville to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The specific details provided herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the Town. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Brunswick County, North Carolina.

Type of Audit

1. The audit will encompass a financial and compliance examination of the Town's annual audit report in accordance with the laws and regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with Generally Accepted Auditing Standards; Government Auditing Standards; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); the State Single Audit Implementation Act; and all other applicable laws and regulations.
2. The scope of the audit and all fee quotes presented should include all approved and known pronouncements through the date of proposal submission. This includes, but is not limited to, the Governmental Accounting Standards Board (GASB) statements and Government Auditing Standards. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during that contract period. The Auditor will be expected to advise appropriate Town staff on the applicability of accounting and reporting standards as they become effective.
3. The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, discretely presented component units (as applicable), and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The Auditor shall express an opinion on the budgetary comparison information for the General Fund, and annually budgeted major and special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three (3) years from the date of the Audit report.

4. The audit will also include the following:
 - a. Pre-planning conference with Finance staff where both the Auditor and Finance staff discuss their expectations of the audit.
 - b. Interim audit work prior to June 30 and/or prior to final close.
 - c. Year-end fieldwork performed on-site and remotely.
 - d. Auditor preparation and submission of all reports and required documentation to the Local Government Commission (LGC), including the LGC Data Input Workbook and the Annual Financial Information Report (AFIR).
 - e. Assistance with submission to the Federal Audit Clearinghouse, if a federal Single Audit is required.
 - f. Attendance at the November Board of Commissioners regular meeting on Tuesday of the same week for presentation of the financial statements by the Manager or Partner of the audit firm with comments and potential questions from the Board as requested.
5. The audit should encompass all funds and entity-wide activities as reported in the Town's annual audit report at June 30, and any additional funds or entity-wide activities that may be added subsequent to that date.
6. If required, the Auditor will issue a management letter to the Board of Commissioners after completion of the audit and assist management in implementing recommendations, as is practical. Town staff also request that an informal letter be addressed to the Finance Officer with any efficiency, internal control, or accounting improvements that could be made based on the Auditor's observation during fieldwork. All content must be discussed with the Finance Officer prior to issuance.
7. The Town staff may require the Auditor's guidance or input on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as inclusion in the Town's financial statements. Guidance may be required for new note disclosures, all outstanding and effective authoritative standards, and other reporting requirements at June 30 year-end. Cost for providing these services should be included in the Auditor's base fee quote and will not be considered extra for additional billings. In cases, however, where services requested would require a more in-depth scope and require work significantly above the original fee quote, such additional fees must be negotiated prior to commencement of work.

Auditor Requirements

The audit firm is considered an independent contractor and will be wholly responsible for the services and the supervision of its own employees and permitted sub-contractors.

A planning meeting will be held each year to determine schedules that the Town will be responsible for preparing. Estimated time frames will be established, and interim audit work will be planned. Adequate notification will be given prior to any changes in estimated times.

The Town's audit engagement must be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards, issued by the Comptroller General of the United States, the U.S. Office

of Management and Budget's (OMB) Uniform Guidance, if applicable, the State single Audit Implementation Act, if applicable, and any other applicable procedures for the audit of a local government's financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). By accepting this engagement, the Auditor warrants that they have met the requirements for a peer review and continuing education as specified in Governmental Auditing Standards. **The Auditor must provide a copy of their most recent peer review report with the proposal.**

Town staff will prepare all standard year-end accruals and other adjusting journal entries. The Financial Statement Preparer (Auditor) will prepare the government wide year-end adjusting journal entries as well as any necessary entries to allocate the state pension and OPEB balances. The audit firm will ultimately be responsible for the preparation, typing, proofing, printing, and copying of the basic financial statements, supplementary information, and compliance reports, with the Finance Director assisting in preparation. The Town's Finance Director will prepare the MD&A. A preliminary draft of the audit and required adjusting journal entries must be submitted to the Finance Director by October 30 for proofing and reconciliation of the Town's records to allow ample time for review and corrections before it is sent to the Local Government Commission. The Town's Finance Director will return the draft to the Financial Statement Preparer (Auditor) with proposed revisions within ten (10) working days. Once all issues for discussion are resolved and the Auditor provides opinions and compliance reports, the Auditor will complete and submit the necessary Single Audit information to the Federal Audit Clearinghouse on behalf of the Town.

Meeting LGC deadlines is a high priority for the Town. **While the LGC requires the Town's audit report be issued by December 31, the Town would prefer to issue the audit report by November 10.** Therefore, the Town prefers interim fieldwork be completed in early August, at the latest. Year-end fieldwork should begin by or before late-September and be completed by late October. While many documents can be shared electronically, the Town expects that the Auditor will be onsite for fieldwork, including manager and partner level staff, for at least a portion of the onsite work. **An agreed upon post-closing trial balance must exist by October 30.** The Finance Director will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

Should the audit report not be issued by the LGC deadline of December 31 by no fault of the Town, there will be a reduction in the audit fee of \$100.00 per week the report is late.

Fifteen (15) hard copies and a PDF file of each audit report, management letter, and other applicable reports must be supplied to the Finance Director within the time frame cited above. In addition, the Auditor is responsible for complying with the requirements of the LGC for submitting the audit and all associated documents and forms (including the required Data Input Workbook) as required for the year under audit when (or prior to) submitting the final invoice for audit services rendered to the Commission.

The Auditor will complete and submit the necessary Single Audit information to the Federal Audit Clearinghouse on behalf of the Town, if applicable.

Either the manager or partner of the audit firm is required to present and attend the Board of Commissioners meeting in which the audit report is presented. Required communications to the Board can be delivered at this point, as well as general comments regarding the audit process and the results of the audit. Finance staff will coordinate this presentation and determine the date and time of the meeting, typically held in mid/late November following the audit completion.

If circumstances arise during the audit that require work to be performed in excess of the original cost estimates, any additional fees will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

Audit Contract: Period and Payment of Audit Fees

The Town intends to continue the relationship with the Auditor for no less than three (3) years, starting with the fiscal year ending June 30, 2026. Continuation after the first-year contract will be based on an annual review of the Auditor, recommendation of the Town staff, satisfactory negotiation of terms (including price), and availability of appropriation. Each year, after negotiation has taken place, an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate a future governing board, the remaining years of the agreement are subject to the annual governing board's approval. After the initial three-year period, an annual extension may be granted by the Town based on the above-mentioned criteria and Board of Commissioners concurrence for up to two additional years or until a determination is made to request new proposals. The years identified under this RFP are:

July 1, 2025, to June 30, 2026
July 1, 2026, to June 30, 2027
July 1, 2027, to June 30, 2028
July 1, 2028, to June 30, 2029 (Optional)
July 1, 2029, to June 30, 2030 (Optional)

The required current revision of the form "Contract to Audit Accounts" (form LGC-205) is required to be executed as the contract document; however, the Auditor and the Town may also execute an engagement letter and/or a Town contract to include additional terms not addressed in the LGC-205. The entire audit contract package must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC prior to payment by the Town. Interim or progress billings for services rendered marked approved by the LGC will be paid up to 75% of the total fee prior to submission of the final audited financial statements to the staff of the Local Government Commission. The final 25% of the audit fees (final invoice) will be paid when the financial statements, single audit (if applicable), management letter, and amended contract (if applicable) have been reviewed and approved by the LGC.

The LGC only approves invoices for audit-related work. Requests for payment related to any additional agreed-upon procedures or AFIR work do not require LGC approval. Final invoices for these services will be paid after the final report results and findings have been reviewed and deemed satisfactory by Town staff.

Description of Selection Process

After the proposal issue date, all communications between the Town and prospective Auditors regarding this RFP shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Kerry Wooding, Deputy Finance Officer, by emailing kwooding@townofbelville.com. Questions and responses affecting the scope of the services will be provided to Auditors by issuance of an Addendum which will be posted on the Town's website, as well as emailed to all audit firms that have submitted their intent to bid and contact information. This information will also be emailed to all audit firms who have submitted their intent to bid and contact information. All questions shall be received no later than 5:00 P.M., Thursday, July 23, 2026.

The Town will consider any communications, verbal or otherwise, toward Town personnel or officials concerning this process as grounds for disqualification. The Deputy Finance Officer may be contacted only to clarify questions concerning the RFP or to confirm RFP submission delivery to Town Hall.

Potential respondents should email kwooding@townofbelville.com to acknowledge receipt of the RFP and to inform the Town of its intent to respond. Provide the name, title, address, telephone number, and email address of the individual who can address inquiries related to this RFP and the respondent's proposal.

Proposals must be submitted in two sections and must be physically signed by an authorized representative of the audit firm. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The second section will consist of completed cost estimate sheets. Town staff will evaluate the Auditor on educational and technical qualifications. The Auditor best meeting the Town's expectations for experience, audit approach, and cost requirements will be selected.

Please keep in mind that cost, while an important factor, will not be a sole determining factor. Unusually low bids that are clearly out of line with other bidders or are significantly lower than our current fees will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The Town reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award in the best interest of the Town.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. Firms must be registered with the North Carolina State Board of CPA Examiners.

Section 1: Firm Profile

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the audit firm's North Carolina office location(s) that will handle the audit.
2. Indicate the number of people, by level, located within the audit firm's local office that will handle the

audit.

3. The Town is accustomed to having the lead Auditor be a partner in the firm. Please estimate what percentage of time we can expect a partner to be on site, working on our audit, during the time the audit is being performed.
4. Provide a list of the local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
5. Provide names, addresses, and telephone numbers of personnel of current and prior government audit clients who may be contacted for a reference.
6. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type of service performed, and the years of engagement.
7. Describe the professional experience in government audits of each senior and higher-level person assigned to the audit, including years on each job and their position while on each audit. Indicate the percentage of time each senior and higher-level personnel will be on site.
8. Describe the relevant experience and education with new GASB reporting requirements and seminars and courses attended within the past three (3) years, especially those courses in governmental accounting and auditing.
9. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, functions, or projects.
10. Describe any specialized skills, training, or background in public finance by assigned individuals. This should include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
11. Describe any regulatory action taken by any oversight body against the proposing audit organization or the local office.
12. Describe the firm's liability insurance coverage arrangements.
13. Describe how the firm meets professional independence standards.
14. Indicate whether the firm can submit the audit in a word document format after the audit is approved by the Local Government Commission. The audit will be uploaded to Disclosure USA to satisfy the secondary market disclosures as required by the SEC.

Section 2: Audit Approach

The second section should address the requested information below. The corresponding responses should begin with the number below for the requested information. Proposals should include completed cost estimate sheets and any other necessary cost information in a *separate, sealed* envelope marked – “Cost Estimate.” The Town will evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of automated processes and internal control testing methods.
4. Use of audit specialists.
5. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
6. Information that will be contained in the management letter.
7. Assistance expected from the Town’s staff, if other than outlined in the RFP.
8. Tentative schedule for completing the audit within the specified deadlines of the RFP.
9. Specify costs using the format below for the audit year July 1, 2025, to June 30, 2026. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2026, is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount.
 - A. Audit firm personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountant, clerical, etc.):
 - 1) Estimated hours: Categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the Auditor’s office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.
 - B. Travel – Itemize transportation and other travel costs separately.
 - C. Cost of supplies and materials – Itemize.
 - D. Other costs – Identify and itemize.

1) If applicable, note the method of determining increases in audit costs on a year-to-year basis.

10. List any other information the firm may wish to provide. Please include the Summary of Audit Costs Sheet with the proposal.

At all times and project stages, the Auditor shall act in the best interest of the Town and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Town's project requirements, time constraints, and budget. The Town expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and service providers to work in the best interests of the project is of utmost importance.

Schedule for Proposals and Contract Award

RFP Release Date	July 20, 2026
Deadline for RFP Questions*	July 23, 2026 by 5:00 p.m.
Questions to be Answered No Later Than	July 27, 2026
Deadline for Receipt of Proposals**	August 3, 2026, by 1:00 p.m. Town of Belville, Finance Department Attn: Kerry Wooding 497 Olde Waterford Way, Suite 200 Belville, NC 28451
Staff Nomination of Recommended Firm	Week of August 3 - 9, 2026
Proposal Presentation via Agenda Packets	Week of August 3 - 9, 2026
Commissioners Contract Approval	Aug. 25, 2026 (Commissioners Regular Meeting)

*Any questions regarding bid submission should be directed to Kerry Wooding, Deputy Finance Officer, via email kwooding@townofbelville.com.

**Proposals must be submitted by August 3, 2026 by 1:00 p.m. Proposals can either be submitted electronically (preferred) by email to kwooding@townofbelville.com or on paper by August 3, 2026, at 1:00 p.m. When submitting electronic proposals, please contact Kerry Wooding to confirm receipt of proposal. Envelopes containing proposals on paper should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES".

Please note the email should include two separate pdf attachments for sections 1 and 2

Envelopes should include three (3) copies of the proposal (clearly separating sections 1 and 2), delivered to: Town of Belville Finance Office, 497 Olde Waterford Way, Suite 200, Belville, NC 28451 Attn: Kerry Wooding. **Please do not submit bound submissions, as these will need to be scanned and shared with Board members.**

Inquiries, amendments, or submissions received after the time and date stated shall not be considered for evaluation.

The Town reserves the right to make adjustments to this schedule as necessary.

The evaluation and selection criteria and process contained in this RFP will be used by the Review Committee, consisting of the Finance Officer, Deputy Finance Director, and Town Manager, to evaluate the Proposals. The Finance Director plans to report the evaluation outcome to the Board of Commissioners and seek the Board's concurrence and authorization to consider entering into an agreement with the selected prospective auditing firm at the Board of Commissioners meeting on August 25, 2026. The Town will enter into a contract with the prospective auditing firm that is selected by the Board of Commissioners on August 25, 2026.

Description of the Government Entity and its Accounting System

Reference should be made to the most recent ACFR and/or Audit report for a general overview of the Town, located at: <https://townofbelville.com/finance/#audits>. The Town may receive state or federal funds during fiscal year 2025-2026 that will require a Single Audit.

The Town of Belville is located in Northern Brunswick County with a fast-growing population. The current population estimate from the State Demographer is 3,065 as of August 25, 2025. The Town operates under the Board-Manager form of government with a full-time Town Manager hired by the governing body to support Town operations. The governing body consists of a Mayor (four-year term) and four (4) Commissioners (four-year staggered terms). The unit provides the following services to its citizens: street maintenance, planning and code enforcement, and park facilities. The Town consists mainly of residential, commercial, and rental properties.

Budgets

The Town's annual budget is adopted for the General Fund. Budgets for all funds are prepared using the modified accrual basis of accounting as required by North Carolina law. All appropriations for annually budgeted funds are made at the departmental level and at the project level for multi-year funds. The Town also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system to provide a comparison with actual expenditures.

Accounting Records

The Town of Belville maintains its accounting records in the Finance Department, located at 497 Olde Waterford Way, Suite 200, Belville, NC 28451. The Town maintains all accounts to include the general ledger, accounts payable, purchasing, payroll and cash receipts on CSI Accounting Plus software.

Assistance Available to the Auditor

The Town has designated the Town Manager, Finance Officer, and Deputy Finance Officer as people with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. The Town will provide sufficient assistance to pull and file records and prepare all necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available in late August.

A planning meeting will be held each year to determine schedules that the Town will be responsible for preparing. The Auditor will prepare the schedule of client participation, which will include due dates for each schedule. The necessary accounting procedures will be completed and agreed upon. Documents will be prepared by Town personnel no later than a date set each year during the initial planning meeting. Adequate notification will be given prior to any changes in estimated times. Reports must be able to be generated from the Town's current accounting software.

The Auditor should be familiar with the Town's current accounting software and be able to work within the reporting the software permits. The Auditor must be able to work in a paperless environment. The Town's current filing system is performed electronically through the accounting software system.

The Town will provide the Auditor with sufficient workspace and reasonable access to phones, a copier, and fax machines, if the audit is conducted at Town Hall. Assistance will be available by phone or email if the audit is conducted remotely.

The following accounting procedures will be completed and documents prepared by the Town's staff no later than September 1.

General

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. General Ledger transaction detail report for each account.

4. A copy of the original budget, all amendments, and the final budget as of June 30, 2026.
5. A copy of all project ordinances and all amendments for active projects during the audit period.
6. A copy of policies, including travel and investment policies, debt policies, fund balance policies, and purchasing policies including how the pre-audit process is performed.
7. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, letters regarding the audited financial statements, and compliance reports for the previous year.
8. Required supplementary information, e.g. actuarial information for the Law Enforcement Officers' Separation Allowance and Other Postemployment Benefits (OPEB)

Cash and Investments

1. All bank reconciliations for each month.
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Listing of outstanding receivables by account as of the fiscal year end.
3. Listing of outstanding receivables in detail as of the fiscal year end.
4. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Listing of fixed assets by function and activity with supporting schedule of changes in fixed assets and supporting detail of additions, retirements, and transfers.
2. List of all capital asset acquisitions made during the audit year and CIP placed in service.
3. List of all capital asset dispositions made during the audit year.
4. List of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable and accrued accounts payable.
2. Schedule of reserve for encumbrances.
3. Schedule of accrued payroll.
4. Schedule of calculation of health insurance and workman's compensation liabilities.

Long-Term Debt

1. Computation of vested vacation and sick-leave payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.
3. Supporting schedules for lease liabilities.

Grants

The following will be compiled for each grant:

1. Grant agreement
2. Budget
3. Schedule of Expenditures of Federal and State Awards
4. Correspondence with the grantor agency, including monitoring reports
5. NCDOT/CMAQ/ARPA/CFDA # and/or pass-through grant number

Size and Complexity of the Town of Belville**Personnel/Payroll:**

Number of Employees (as of 5/26/2026)	9 FT/6 PT
Frequency of Payroll	Bi-monthly
Number of payroll direct deposit advises	100%

Property Tax (Billed and collected by Brunswick County):

Total dollar amount of most recent year's collection (FYE 2025)	\$647,396,07
Total dollar amount of current levy (FYE 2025)	\$654,224,96
Levy Collection Percentage	99.%

The following financial applications are on the computer system:

General Ledger
 Accounts Receivable
 Accounts Payable
 Capital Assets
 Cash Receipts
 Purchasing

Audit Cost Summary Sheet

1. Base Audit – Includes personnel costs, travel, and on-site work:
Fiscal Year 2025-2026: \$ _____
Fiscal Year 2026-2027: \$ _____
Fiscal Year 2027-2028: \$ _____
2. Extra Audit Services
\$ _____ per hour \$ _____
3. Other (Explain)
_____ \$ _____
4. Other (Explain)
_____ \$ _____
- TOTAL \$ _____

Is your firm able to complete the Town's Annual Comprehensive Financial Report for the GFOA's Certificate of Achievement in Financial Reporting (with the Town preparing Statistics Tables)?

Yes
No

Firm: _____

Primary Contact: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Date: _____

Proposal Certification

Proposer's Signature _____ Date _____

By signing above, I certify that I have carefully read and fully understand the information contained in this RFP, and that I have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted and have authority to sign the proposal on behalf of my organization.

By (Printed): _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Email: _____