

FINANCIAL AUDIT BID SPECIFICATION FY18

WestMass ElderCare, Inc. invites Independent Certified Public Accountants, licensed in the Commonwealth of Massachusetts, to submit written proposals to perform financial audits for the Corporation. Proposals must be submitted by 4:00 p.m. on Friday, January 26th, 2018, to Director of Finance, WestMass ElderCare, 4 Valley Mill Road, Holyoke, MA 01040.

I. Financial audits should be performed in accordance with Government Auditing Standards - Audits of Government Organizations, Programs, Activities and Functions; OMB Circular A133 - Audits of Institutions of Higher Education and Non Profit Organizations, Revision 1988; Employee Retirement Income Security Act of 1974 (ERISA).

a. Consolidated Corporate Audit Period covered: July 1, 2017 - June 30, 2018.
Scope: This report will include preparation of the balance sheet as of June 30, 2018, and the related statements of support, revenue, expenses and changes in fund balance for all financial activities occurring during the year ending June 30, 2018, including a statement of revenue and expense by program. This report will include the following programs:

<u>STATE</u>	<u>MASSHEALTH</u>	<u>CORPORATE</u>
State Home Care	Adult Foster Care	Unrestricted Funds
Enhanced Community Options	Group Foster Care	Indirect Costs
Community Choices	Personal Care Management	Memorial Fund
Client Assessment & Eligibility	Long Term Services and Supports CP	
Supportive Housing		
Congregate Housing	<u>OTHER</u>	
Money Management	Companion	
	Commonwealth Care	
	Senior Care Options	
	Supportive Housing (Non-State)	
	One Care	

The required reports on Internal Control and Compliance with rules and regulations will be used to outline any material weakness in the accounting system or internal control discovered during any audit, including recommendations. The auditor shall make available all worksheets used in preparing each audit statement. Deadline for completion of Financial Statements - September 30, 2018.

b. Compilation of Federal Title III Programs:
A - Administration
B - Grants & Direct Services
C - WMEC Nutrition and Belchertown COA Nutrition
D - Med. Management
E - Caregiver
F - Ombudsman

Preparation of Statement of Support and Revenue Expenses and Changes in Fund Balance for Year Ending September 30, 2018.
Deadline for completion - November 15, 2018.

- c. Form P.C. - Commonwealth of Massachusetts. Period covered July 1, 2017 to June 30, 2018. Deadline for completion - November 15, 2018.
- d. Form 990 - Internal Revenue Service. Period covered July 1, 2017 - June 30, 2018. Deadline for completion - November 15, 2018.
- e. UFR Cost Report - Period covered July 1, 2017 - June 30, 2018. Deadline for completion - November 15, 2018.
- f. Audit of Agency's two retirement plans.
 - 1. Retirement Plan (Profit Sharing)
 - 2. Tax Sheltered Retirement Plan 403(b).

II. Audit Conferences

- a. A pre-audit conference with the Director of Finance and the Executive Director will be held to discuss the scope of the audit, audit formats and supplementary schedules to be included in the audit.
- b. A meeting will be held with the Director of Finance and the Executive Director to review the preliminary financial statements, including all audit statements, schedules and worksheets.
- c. Two post audit conferences should be included:
 - 1. With the Director of Finance and the Executive Director to review final statement and the management report prior to meeting with the Board of Directors.
 - 2. With the Board of Directors.

III. Proposals should include:

- a. A narrative explanation of the examination standards, tests and other audit procedures to be conducted; including a description of schedules, analysis or other worksheets to be prepared by WestMass ElderCare.
- b. Qualifications of the firm including the experience of the individuals who will be assigned to perform the audits in auditing state and federally funded agencies.
- c. Approximate dates when audits will begin (including preliminary field work) and anticipated dates when field work and preliminary statements will be completed. Final Financial Statements must be completed by deadline dates indicated in Section I.
- d. Estimated number of hours required to complete the engagement by level of staff and rates for each level.
- e. A firm fee for all audit services outlined in this request for proposal.
- f. List of at least three persons to be contacted for references (please furnish individual's name, agency, address and telephone number), and a list of Area Agencies on Aging/Aging Services Access Points (ASAPs) audited by your firm in the past year.
- g. Certificate of Insurance for Accountant's Error and Omission Policy, and Comprehensive General Liability Policy.
- h. Affirmative Action Compliance.
- i. Available for consultation during fiscal year scheduled for audit.

IV. Criteria for Selection

- a. Prior experience and reputation in auditing Area Agencies on Aging/Aging Services Access Points, and/or other state and federally funded agencies.
- b. Auditor's understanding of our requirements.

c. Fee.

V. Misc.

a. Engagement for a second and third year is contingent upon performance and fees.