

**TWO PART REQUEST FOR PROPOSAL FOR AUDITING SERVICES  
AND SELECTION OF AN INDEPENDENT AUDIT FIRM (Cont.)**

10. **(Continued)** Cost estimates must indicate the basis for the charges and whether the amount is a "not-to exceed" amount.

A. Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

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 – completely identify and itemize.

E. If applicable, note your method of determining increases in audit costs on a year-to-year basis

10. Please list any other information the firm may wish to provide.

11. Please include the Summary of Audit Costs Sheet with your proposal.

**Time Schedule for Awarding the Contract**

RFP Release Date	<b>March 20th, 2026</b>
Deadline for RFP Questions *	<b>March 27th, 2026 by 3:00 pm</b>
Questions to be Answered No Later Than	<b>March 30th, 2026 by 3:00 pm</b>
Deadline for Receipt of Proposals **	<b>April 3rd, 2026 by 3:00 pm</b> Town of Wadesboro, Administration Department Attn: Jacob Huber, Finance Director 124 E. Wade St Wadesboro, NC 28170
Notice of Recommended Firm	<b>April 6th, 2026</b>
Council Approval ***	<b>April 6th, 2026</b>

Any questions should be directed to Jacob Huber, Finance Director, at [jhuber@wadesboronc.gov](mailto:jhuber@wadesboronc.gov). All questions and answers will be shared with each firm that has signed and returned an acknowledgement of receipt and intent to respond to the proposal. Appointments may be scheduled to discuss further any specific matters necessary in preparing your proposal.

\*\* Proposals can either be submitted electronically (email) to [jhuber@wadesboronc.gov](mailto:jhuber@wadesboronc.gov) or on paper by April 3rd, 2026 at 3:00 pm. Envelopes containing proposals on paper should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES".

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

➤ Envelopes should include Three copies of the bound proposal (clearly separating section 1 and 2) should be delivered to: 124 E. Wade St. Wadesboro, NC 28170. Attn: Jacob Huber

Town of Wadesboro reserves the right to request additional information deemed necessary to aide in the selection process.

\*\*\* The Finance Director will review the proposals and make a recommendation to Town Council on April 6th, 2026.

**Description of the Governmental Entity and Its Accounting System**

**Entity**

Town of Wadesboro is a Municipality in North Carolina with a population of approximately 4,938. Funds the Town currently uses:

- General Fund
- Water/Sewer Fund
- Downtown Revitalization Project Fund
- Wadesboro Greenway Project Fund
- Fire Training Facility Capital Project Fund
- Fire Engine Purchase Project Fund
- CDBG-NR #23-C-4178 Project Fund
- Fire Department Summer Camp Project Fund
- Splash Pad Project Fund
- Stormwater Assessment Grant Project Fund
- Water and Sewer System Improvements Project Fund
- Wadesboro Industrial Park Infrastructure Project Fund
- USDA Sewer- Burns Street Pump Station Project Fund
- CDBG-I Old Lilesville Sewer Outfall Rehabilitation Project Fund
- Downtown Streetscape Project Fund

Based on the criteria set forth in GASB Statement 14, the following organizations will be included in the audit: Town of Wadesboro ABC Board (discrete component)

**Funds**

The Town of Wadesboro maintains the following funds: (the following are examples.)

- Governmental Funds
  - General Fund
  - Capital Projects Funds:
    - Downtown Revitalization Project Fund
    - Wadesboro Greenway Project Fund
    - Fire Training Facility Capital Project Fund
    - Fire Engine Purchase Project Fund
    - CDBG-NR #23-C-4178 Project Fund
    - Fire Department Summer Camp Project Fund
    - Splash Pad Project Fund
    - Stormwater Assessment Grant Project Fund
    - Downtown Streetscape Project Fund
- Proprietary Funds
  - Enterprise Funds:

- Water/Sewer Fund
- USDA Sewer- Burns Street Pump Station Project Fund
- Wadesboro Industrial Park Infrastructure Project Fund
- Water and Sewer System Improvements Project Fund
- CDBG-I Old Lilesville Sewer Outfall Rehabilitation Project Fund

**Grants, Entitlements, and Shared Revenues**

A copy of the Schedule of Expenditures for Federal and State Awards for the year ended June 30, 2025, can be requested online by contacting the town hall during normal working hours. Also included is a Summary of Auditor’s Results showing the major programs for the prior year. Some of the past years Financials can be reviewed online at Home | Town of Wadesboro NC , or by contacting the Finance Department.

**Budgets**

The unit budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the departmental level, and the budget is adopted at this level. The towns budgetary system is integrated with the accounting system to provide easy comparison with actual expenditures. Any requests or budget-related requests or questions can be made public or requested at monthly council meetings, or by contacting the Finance Department.

**Accounting Records**

The Town of Wadesboro maintains all its accounting records at the finance office located at 124 E. Wade St. Wadesboro, NC 28170. All accounting journals and subsidiary ledgers are maintained on (FMS) Southern Software. The ABC Board will provide our auditors with a copy of their audited financial statements by their independent auditors as part of the town’s audit.

**Assistance Available to Auditor**

The town has designed the Finance Director as a person 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 make available to the auditor sufficient help to pull and re-file records and prepare necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available via Excel or PDF on date TBD. The following accounting procedures will be completed, and documents prepared by the unit’s staff no later than date TBD.

The books of account will be fully balanced.

All subsidiary ledgers will be reconciled to control accounts.

All bank account reconciliations for each month will be completed.

The unit’s personnel will prepare the following items:

**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. (List any exceptions)
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 board policies, including travel policies, investment policies, debt policies, fund balance policies, and purchasing policies including how the pre-audit process is performed.
7. Copies of all signed Board meeting minutes.
8. 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.
9. Management’s Discussion and Analysis
10. Required supplementary information.

**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 fund and general ledger as of the fiscal year end.
3. A copy of each receivable 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 all capital assets.
2. Printout of all capital asset acquisitions made during the audit year.
3. Printout of all capital asset dispositions made during the audit year.

4. Access to printout containing calculations used in balancing the Capital Assets subsystem to the government-wide statements.

**Current Liabilities**

1. Schedule of accounts payable including batch printouts.

**Long-Term Debt**

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

**Grants**

The following will be compiled for each grant:

1. Grant agreement.
2. Budget.
3. All financial reports.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.

**Size and Complexity of Unit**

<b>Personnel/Payroll</b>	
Number of employees	Approx. 50
Frequency of payroll	Weekly
Number of payroll direct deposit advises yearly	52
<b>Property Tax (disclose if collected by another agency)</b>	
Total dollar amount of most recent year’s collections	\$2,097,057
Total budgeted dollar amount of collections	\$2,098,475
<b>Purchasing</b>	
Number of purchase orders issued	FY2026 634 issued
<b>Bank Accounts</b>	
Number of bank accounts	2
Number of investment accounts (NCCMT)	7
Number of escrow accounts	1
Average monthly debits, withdrawals in main account	\$849,917.52
Average monthly revenue, deposits, and credits in main account	\$837,543.75
Number of Deposits: Central Depository	63
Number of Checks: Central Depository	124

The following financial applications are on the computer system:

- General Ledger
- Accounts Payable
- Payroll
- Utility Billing
- Payment Central

The following financial application is on a separate computer system

None

Special Conditions (list any special conditions; below are some possible items)

Payroll completed via Town of Wadesboro’s Town Clerk using our Southern Software system.

New Conditions (list any recent or upcoming changes):

None

**Contact information:**

Name: Jacob Huber  
 Title: Finance Director  
 Town of Wadesboro  
 124 E. Wade St.  
 P. O. Box 697  
 Wadesboro, NC 28170  
 Phone: 704-465-0996  
 Email: [jhuber@wadesboronc.gov](mailto:jhuber@wadesboronc.gov)

**SUMMARY OF AUDIT COSTS SHEET**

<b>Base Audit</b>	
Includes Personnel costs, travel, and on-site work	_____ \$
<b>Extra Audit Services</b>	
_____ \$ Per hour	
Other (explain) _____	\$
Other (explain) _____	\$
TOTAL _____	\$
FIRM:	Primary Contact:
Address:	Telephone:
	Fax:
	E-mail:
	Date:
<b>PROPOSAL CERTIFICATION</b>	
Proposers 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 the authority to sign Proposal on behalf of my organization.	
BY (Printed): _____	
TITLE: _____	
TELEPHONE: _____	
EMAIL: _____	

**Bowman High School Class of 1973 Reunion Meeting**

The Bowman High School Class of 1973 will gather for a planning meeting on Saturday, March 28 at 2:00 p.m. at the Lady Bug Restaurant. The meeting will focus on organizing plans for the class’s upcoming reunion.

All members of the Class of 1973 are invited and encouraged to attend and help make the reunion a great success. For additional information, classmates may contact organizers by email at [Coppadge55@gmail.com](mailto:Coppadge55@gmail.com) or by phone at 704-465-8118.

**Chair Exercise Classes At The Library**

The Hampton B. Allen Library is hosting chair exercise classes every Thursday, proving once and for all that fitness does not always require standing up. Class begins at 10:00 a.m. in the library’s Pritchett Room, where participants can stretch, move, and stay active - all while keeping their chair close by for moral support.

The classes are geared for seniors, whether you’re a seasoned exerciser or just testing the waters (from a seated position, of course). Everyone is welcome. For questions or additional information, call 704-694-5177.