



TABLE OF CONTENTS

Transmittal Letter

1. Profile of the Audit Firm..... 1

2. AICPA Quality Control Programs..... 4

3. Scope of Work and Audit Approach..... 7

4. Auditor’s Experience Summary..... 9

5. Proposal Pricing..... 10

6. Supplemental Information..... 11

Appendix A: Resumes..... 12

Appendix B: Peer Review..... 13

Appendix C: Sample Management Letter..... 14

Appendix D: Sample Records Request List..... 15

Appendix E: School District Client List..... 16

Appendix F: Financial Documentation..... 17

Appendix G: Non-Collusion Affidavit..... 18

Appendix H: Pricing Form..... 19

MaherDuessel

Certified Public Accountants

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503 Martindale Street
Suite 600
Pittsburgh, PA 15212
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Harrisburg
3003 North Front Street
Suite 101
Harrisburg, PA 17110
Main 717.232.1230
Fax 717.232.8230

Butler
112 Hollywood Drive
Suite 204
Butler, PA 16001
Main 724.285.6800
Fax 724.285.6875

May 24, 2017

School Board
Mr. John Zahorchak, Director of Business Affairs
Plum Borough School District
900 Elicker Road
Plum, PA 15239

Dear School Board and Mr. Zahorchak:

Thank you for the opportunity to present Maher Duessel's proposal to provide audit services to the Plum Borough School District (the School District). We look forward to building a relationship as your independent auditors. Our firm is dedicated to serving governments, and our experience in serving school districts throughout Western Pennsylvania will provide you with an unmatched level of service and expertise. We understand the School District requires audit services for the years ending June 30, 2017, 2018, and 2019. Maher Duessel has the staffing and experience to perform these services within the required time period.

Firm Overview. Maher Duessel was founded to serve governments in 1989, and these entities remain at the core of our practice. As reflected in our mission statement, *Pursuing the Profession While Promoting the Public Good®*, we help to support our clients' missions while providing highly-specialized, personalized audit services. With over 95 employees in Pittsburgh, Butler, Erie, State College, Harrisburg, and Lancaster, we have the largest staff dedicated solely to governmental, non-profit, and Single Audit issues in Pennsylvania.

Dedicated to Serving Governments. We currently serve more than 250 governmental clients, and governmental audits accounted for approximately 60% of our audits in 2016. With our concentrated focus on governmental auditing and experience serving school districts, we understand your challenges. **Our experience serving local education agencies will allow us to provide you a fresh look at your audit, but also allow us to facilitate a smooth audit transition, with minimal disruption to your operations.**

Relevant Education Experience. We currently serve eleven school districts, the Allegheny Intermediate Unit, the Northwest Tri-County Intermediate Unit No. 5, six colleges, and three charter schools. We pride ourselves in the assistance we have provided our education clients over the years, as we have assisted them with similar issues that may arise for you. **Therefore, we are well positioned to provide timely guidance and input to the School District regarding your specific needs, and we look forward to this opportunity.**

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Highly-Experienced and Educated Professionals. All of our professionals have chosen to serve governments and non-profits and have significant experience and education in both markets. Furthermore, we have an annual employee retention rate of approximately 90% over the past two years, which allows our clients to develop excellent working relationships and relieves the disruption of having to retrain new auditors from year to year. In addition, we provide industry-specific Continuing Professional Education (CPE) seminars twice a year to keep our clients and staff informed of new and important developments affecting their audits. **Our clients are invited to attend these seminars at no additional charge.**

GASB Implementation. The School District will be required to implement several new Governmental Accounting Standards Board (GASB) Statements and specifically will be required to adopt GASB 75 regarding Other Post-Employment Benefits (OPEBs) in 2018. Because of our focus on governments, and more specifically School Districts, we will be prepared to assist with the accounting and financial reporting transition for the School District's OPEBs just as we were for the implementation of GASB 68 related to pensions in 2015 for all of our clients in the PSERS system. **This expertise will allow Maher Duessel to assist you with the adoption of these GASB statements with little disruption, and at no additional cost to you.**

Single Audit Expertise. Based on information from the Federal Audit Clearinghouse, **we rank 25TH nationally in the number of Single Audits performed annually** (out of the more than 4,900 firms/CPA's that conduct Single Audits), at over 140 Single Audits. Additionally, your proposed Engagement Partner, Brian T. McCall, CPA, CGFM recently received the AICPA's Advanced Single Audit Certification.

Commitment to the GFOA. We understand that the School District is interested in participating in the GFOA's Certificate of Achievement Program. Maher Duessel is committed to the GFOA. **We provide CAFR assistance to twelve clients who have obtained the GFOA Certificate of Achievement for Excellence in Financial Reporting.** Eight members of our firm serve on the GFOA's CAFR Review Committee as Technical Reviewers, including your proposed Engagement Partner, Brian T. McCall, CPA, CGFM. Our firm comprises over 75% of GFOA technical reviewers in the State of Pennsylvania. Our comprehensive experience with the CAFR program's requirements will provide exceptional added value for the School District.

We are proud of our reputation serving Pennsylvania governments and non-profits for more than twenty-five years, and we would be pleased to serve the School District. Please do not hesitate to contact me at 724.285.6800 or at bmccall@md-cpas.com at your convenience.

Sincerely,



Brian T. McCall, CPA, CGFM, Partner

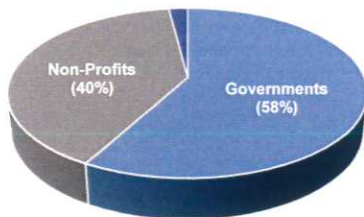
1. Profile of the Audit Firm

A. Firm Overview

The founding partners of Maher Duessel had a vision: to focus on providing integrated auditing and tax services for the unique needs of governmental and non-profit organizations. Since 1989, our commitment to this vision has led Maher Duessel to become one of Pennsylvania's leading certified public accounting firms. Our mission statement, *Pursuing the Profession While Promoting the Public Good®*, reflects our philosophy of providing expert technical services that help our clients create a better community.

Maher Duessel is unique among Pennsylvania auditing firms in that virtually every hour of our practice is devoted to serving the governmental and non-profit sectors. Many firms will serve a wide range of clients in the private and public sectors. Audit professionals in firms that serve both the public and private sectors do possess a broad base of experience. However, in serving a wide client base, professionals are limited in gaining specialized knowledge and insight into the unique environments that governments operate in. The chart below demonstrates our firm's commitment to serving entities within the governmental sector.

Maher Duessel
 Audit Practice Profile By
 Annual Revenue



In other firms, key decisions and judgments with significant client impact often fall to junior level staff. Maher Duessel embraces leveraging our experienced personnel on every engagement. Our clients benefit from experienced and timely guidance of CPAs who understand their specific operations and challenges.

B. National, Regional or Local Firm

At approximately 100 professionals, Maher Duessel is a regional Pennsylvania accounting firm with offices in Pittsburgh, Butler, Erie, State College, Harrisburg and Lancaster.

Western Pennsylvania Region Staffing

- Partner: 6
- Principal: 1
- Senior Manager: 6
- Manager: 9
- Supervisor: 7
- Senior: 7
- Experienced Staff: 14
- Staff: 9
- IT: 4
- Administrative: 11
- **Total: 74**

Central Pennsylvania Region Staffing

- Partner: 2
- Senior Manager: 3
- Manager: 3
- Supervisor: 3
- Senior: 2
- Experienced Staff: 5
- Staff: 7
- Administrative: 3
- **Total: 28**

For a firm of our size, our high percentage of partners, managers and supervisors compared to seniors and staff assures that every engagement is staffed with highly experienced professionals who are actively

involved in the field. We provide the quality of a large firm with the personalized service of a small firm. **All of our professionals have significant experience serving governments.**

C. Client References

Listed below is a sampling of our education/school district clients and reference contact information. In addition to the reference contacts provided below, we would be happy to give you contact information for additional school district references.

North Allegheny School District

Scope of Work: Annual Single Audits, Plancon J Audits, Separate Review of the North Allegheny Foundation

Dates: 1998-Current

Contact Information:

Mr. Michael Hopkins, Director of Finance
North Allegheny School District
200 Hillvue Lane
Pittsburgh, PA 15237
412.369.5574
mhopkins@northallegheny.org

Upper St. Clair School District

Scope of Work: Annual Single Audits, Plancon J Audits, and Real Estate Tax Collector Audits Until 2009

Dates: 1996-Current

Contact Information:

Ms. Frosina Cordisco, Director of Business/Finance
Upper St. Clair School District
1820 McLaughlin Run Road
Upper St. Clair, PA 15241
412.833.1600
fcordisco@uscscd.k12.pa.us

Mt. Lebanon School District

Scope of Work: Annual Single Audits and Assistance with Comprehensive Annual Financial Report

Dates: 1997-Current

Contact Information:

Ms. Janice Klein
Director of Business
Mt. Lebanon School District
7 Horsman Drive
Mt. Lebanon, PA 15228
412.344.2099
jklein@mtlsd.net

Pittsburgh Public Schools

Scope of Work: Maher Duessel conducts annual Financial Statement Audits and Single Audits for the School District of Pittsburgh. With our assistance, the School District has received the Certificate of Achievement for Excellence in Financial Reporting.

Dates: 2014-Current

Contact Information:

Ms. Pamela Capretta
Director of Finance
Pittsburgh Public Schools
341 South Bellefield Avenue
Pittsburgh, PA 15213
412.529.3845
pcapretta1@pghboe.net

Moon Area School District

Scope of Work: Annual Single Audits

Dates: 2015-Current

Contact Information:

Mr. Keith Bielby
Staff Accountant
Moon Area School District

D. Firm Services

Maher Duessel serves over 250 Pennsylvania local governments and performs over 380 governmental audits annually. The following is a breakdown of the client types we serve:

Maher Duessel Governmental Client Breakdown

- School Districts (11)
- Colleges (6)
- Intermediate Units (3)
- Tax Collection Committees (3)
- Municipalities and Cities (77)
- Authorities (95)
- Counties (32) (County Wide Audits: 10)
- State (10)
- Other Local Governments (19)

Maher Duessel's expertise allows us to offer a wide range of services focused on governments and non-profits. Those services include the following:

- Financial Statement Audits
- Single Audits
- Audits in Accordance with *Government Auditing Standards*
- Governmental Accounting Standards Board Statement (GASB) Implementation
- Grant Audits
- Plancon J Auditing
- Assistance with Government Finance Officer Association (GFOA) Award Program Reports
- Agreed Upon Procedures Attestation Reports
- Forensic Examinations
- Arbitrage Rebate Calculations
- Debt Refunding Verification Reporting
- Borrowing Base and Debt Statement Preparation
- Internal Control Examinations
- Technology IT Consulting

E. GASB Implementation Expertise

Maher Duessel's expertise in governmental accounting helps us ensure that our clients are always aware of the impact of new GASB statements. For all GASB standards that become effective during the proposed engagement, we are prepared to efficiently assist the School District with any transitions related to their implementation. Prior to the recent implementation of GASB 68, Maher Duessel was in contact with PSERS regarding the implementation of these standards and how to handle the implementation in the most effective and efficient way for all of our clients in the PSERS system.

In addition, your proposed Engagement Partner, Brian T. McCall, CPA, CGFM, has presented on the implementation of GASB 68 for PASBO, the GFOA, and the at the PICPA School District Conference. Our partners and managers routinely present seminars to local education agency officials through presentations given to organizations such as the Pennsylvania Association of School Business Officials (PASBO) and GFOA. Our partners and managers also present on a wide range of governmental accounting and auditing topics, including Single Audit requirements, parameters of the new Uniform Guidance, and GASB implementation.

Recent external presentations include:

- *GASB 67 and 68 Update*, GFOA Central, 2014 (Brian McCall)
- *GASB 68 Impact on School Districts*, PICPA School District Conference, 2014 (Brian McCall)
- *GASB 68 Impact on School Districts*, Keystone Shortway Chapter of PASBO, 2014 (Brian McCall)
- *Financial Reporting and GASB Update – Focus on Pensions*, Pennsylvania Municipal Authorities Association 2016 Annual Conference Scheduled for August 29, 2016 (Brian McCall)

- *GASB 67 and 68 What to Expect from Their Implementation*, Pennsylvania Association of Public Employees Retirement Systems Fall Workshop, 2015 (Tim Morgus)

F. Single Audit Expertise

The assigned engagement team has substantial experience with auditing and reporting in accordance with *Government Auditing Standards* and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (*Uniform Guidance*). **Based on information from the Federal Audit Clearinghouse, we rank 25th nationally (out of the more than 4,900 firms/CPA's that conduct Single Audits), in the number of Single Audits performed annually (over 140). Maher Duessel also ranks among the top 50 accounting firms nationwide for the amount of federal award dollars audited.**

Additionally, your proposed Engagement Partner, Brian T. McCall, CPA, CGFM, and Engagement Quality Control Review Partner, David P. Duessel, CPA, CGFM, recently received the AICPA's Advanced Single Audit Certification. From our vast experience providing services to school districts, Maher Duessel has the knowledge of the unique challenges associated with these reporting requirements. Since the School District expends federal funds greater than the Uniform Guidance audit threshold (\$750,000), we are well-prepared to handle the additional internal control and required compliance work. In addition, we will assist the School District in identifying any recommendations for improvement in controls with regard to the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* which sets uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.

G. CAFR Expertise

Maher Duessel is committed to the GFOA. We provide CAFR (Comprehensive Annual Financial Report) assistance to eleven clients who have obtained the GFOA Certificate of Achievement for Excellence in Financial Reporting.

- Pittsburgh Public Schools
- Mt. Lebanon School District
- State of West Virginia
- Upper Allen Township
- Township of O'Hara
- Municipality of Mt. Lebanon
- Bethel Park Municipality
- City of Pittsburgh
- Centre County
- Butler County
- Erie County

Eight members of our firm serve on the GFOA's CAFR Review Committee as a Technical Reviewer. **Our firm comprises over 75% of GFOA technical reviewers in the State of Pennsylvania.** Our comprehensive experience with the CAFR program's requirements will provide exceptional added value for the School District should you wish to participate in this program in the future.

2. AICPA Quality Control Programs

Maher Duessel has several tools and processes to ensure the highest measures of quality control for our clients.

A. AICPA Quality Control Centers

Maher Duessel is a member of the American Institute of Certified Public Accountants (AICPA's) Governmental Audit Quality Center (GAQC) and Employee Benefit Plan Audit Quality Center (EBPAQC). Membership in



these quality centers requires Maher Duessel to commit to higher standards than non-members and provides the firm with additional resources to facilitate the audit process. The firm was one of the first 50 firms to join the GAQC when it was established in late 2004. The GAQC promotes the importance of quality governmental audits and the value of these audits to government officials and staff.

As a member of the GAQC, Maher Duessel has access to comprehensive audit resources including GAQC Alerts that contain critical and time sensitive information about governmental audit developments, online publications devoted to best practices and developments in state and local government auditing, Single Audit practice aids, Yellow Book tools, access to webcasts on current issues, and an online forum for member interaction, networking, and sharing of information. Maher Duessel's membership in the EBPAQC demonstrates our commitment to quality in the performance of ERISA (Employee Retirement Income Security Act) audits. Similar to the benefits from our GAQC membership, Maher Duessel has access to email news alerts, a dedicated and continuously updated Center website, online member discussion forum, and live webinars. In addition, one of our partners, Diane E. Edelstein, CPA, served on the AICPA's Executive Committee for the Governmental Audit Quality Center from 2007-2011 and has served as an instructor on AICPA webcasts.

B. National and State Appointments

Maher Duessel has had several prestigious national and state appointments of our partners and senior managers over the years to committees of organizations such as the GFOA, AICPA, and PICPA.

With appointments at the highest levels of committees devoted to the integrity and advancement of the accounting profession in the governmental sector, the School District can be assured that we will keep you informed of the latest developments that will impact your financial reporting.

[GFOA Special Review Committee for Comprehensive Annual Financial Report – Technical Reviewers*](#)

Brian McCall
Tim Morgus
Jeff Kent
Tracey Rash
Ashley Ackerson
Samantha Beck
Beth Dittmer
Dan Caponi

*Our firm comprises over 75% of GFOA technical reviewers in the State of Pennsylvania.

[PICPA Local Government Committee and GASB Sub-Committee](#)

Brian McCall, Current Member

[Pennsylvania GFOA Advocacy Task Force](#)

Brian McCall, Current Member

[GFOA Pennsylvania Western Region State Board](#)

Tim Morgus, Treasurer
Jeff Kent, Member

[AICPA Auditing Standards Board](#)

Lisa Ritter, Past Member

[GFOA Pennsylvania State Board](#)

Tracey Rash, Treasurer and Pennsylvania Advocacy Task Force Liaison

[Governmental Accounting Standards Board Going Concern Disclosures Consultative Group](#)
Tracey Rash, Member

[GFOA Pennsylvania Central Region Board](#)
Ashley Ackerson, Treasurer

[GFOA Popular Report Review Committee](#)
Dave Duessel, Reviewer
Katie Yates, Reviewer

[AICPA Peer Review Board Government and Compliance Audits Practice Monitoring Task Force](#)
Diane Edelstein, Current Member

[AICPA Executive Committee Audit Quality Center](#)
Diane Edelstein, Past Member (2007-2011)

[PICPA Professional Ethics Committee](#)
Diane Edelstein, Current Member

[PICPA Statewide Education Committee](#)
Betsy Krisher, Current Member

[PICPA Accounting and Auditing Procedures Committee](#)
Lisa Ritter, Former Chair and Current Member

[PICPA Budget and Finance Committee](#)
Jeff Kent, Member

[PICPA Insurance Trust Committee](#)
Robert Belicose, Current Trustee

C. Education for Licensure Credits

All Maher Duessel professionals meet or exceed the continuing education requirements stipulated by the AICPA, the Commonwealth of Pennsylvania and the U.S. Government Accountability Office (GAO) Yellow Book. Furthermore, federal *Government Auditing Standards* mandate additional educational requirements for CPA firms that conduct governmental audits. All of our professionals meet or exceed these

standards as well. All of our professionals participate in regular in-house training and seminars specific to our governmental practice. Our professionals gain additional Continuing Professional Education (CPE) through outside conferences and seminars that focus on governments.



Attendees at a Mahler Duessel Seminar

We design up to **32 CPE credits annually** for our professionals and clients to address the unique needs of our practice, including a governmental seminar that we host in December of each year. **School District staff will be invited to attend free of charge.**

D. Peer Review

Maher Duessel is proud to announce that the firm has once again received the top rating for peer reviews. The most recent peer review was conducted by Goff Backa Alfera & Company, LLC for the year ended May 31, 2016. The peer review, which was completed in September 2016, has received a “pass” opinion. A CPA firm that is a member of the American Institute of Certified Public Accountants (AICPA) and conducts audits must be reviewed by another CPA firm every three years to ensure that the quality controls of the firm meet the standards of the AICPA. Maher Duessel has passed all quality control reviews for every peer review undergone since inception, which is testimony to our commitment to the highest standards. **A copy**

of our most recent Peer Review is attached in Appendix B.

3. Scope of Work and Audit Approach

A. Scope of Work

Maher Duessel understands the School District requires audit services for the years ending June 30, 2017, 2018, and 2019.

As part of the audit we will issue the following reports:

- A report on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles.
- A report on compliance and internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
- A report on compliance with requirements applicable to each major program and internal control over compliance in accordance with the Single Audit Act and the *Uniform Guidance*.
- Other reports as necessary to meet the requirements of the Single Audit Act and the *Uniform Guidance*.

B. Type of Audit Program Used

Maher Duessel uses PPC standard governmental audit programs, which we have customized for Pennsylvania governments, and tailor further for our school district clientele.

C. Use of Sampling

We perform sampling to obtain at least a 90% confidence level. In performance of Single Audits, sampling is performed to exceed a 90% confidence level. There are four, distinct types of audit tests that

may involve the use of audit sampling: substantive test of details of balance sheet account balances (confirmation of outstanding debt balances), substantive test of details of transactions (vouching expenditures for payroll or goods and services), tests of controls (inspecting documents supporting transactions selected for substantive tests for indications of performance of internal controls), and tests of compliance with laws and regulations (inspecting documents which support expenditures charged to grant programs for compliance with laws and regulations). Based on a combined risk assessment, effectiveness of other alternative approaches, materiality, and evaluation of analytical and other substantive procedures applied to the audit area, a sample size is determined. As often as possible, tests of controls, compliance, and substantive testing are combined to make the sampling process as efficient and effective as possible. Data extraction software is used whenever possible to accumulate the information relative to the sampling unit. The software has the ability to stratify the sampling unit, select a sample (using a random, systematic, or haphazard selection process), and project sample results to the remaining population.

D. Use of Computer Audit Specialists

All Maher Duessel professionals are very experienced in auditing computerized systems, as our clients use a wide variety of systems such as Harris School Solutions, Peachtree, Excel, Quickbooks, DAXKO Operations, Sage Software MIP Fund Accounting, Fundware, SUNGARD Pentamation, MUNIS, Serenic, ECS, Microsoft Business Solution 4.0 SP2 Navison, and many others.

Furthermore, all Maher Duessel professionals make extensive use of computers in the field to improve accuracy and increase efficiency. Our professionals are trained in specialized computer auditing programs such as ProSystem fx Engagement, IDEA, and other

computer applications. ProSystem fx Engagement is a special purpose software application used to handle trial balance functions such as the grouping and adjusting of financial information for the preparation of financial statements, exhibits, and other relevant reports. The use of ProSystem fx Engagement helps our professionals more effectively manage engagements, thus improving client service.

IDEA is a powerful, productivity tool utilized to display, analyze, manipulate, sample, or extract data from files generated by a wide variety of computer systems. IDEA facilitates the selection of criteria for sampling via four different proven sampling techniques. The use of IDEA assists our professionals to accumulate a higher quality of audit evidence and perform complete analysis in an efficient and effective manner. Our entire audit process utilizes the latest technology to test controls and compliance.

Maher Duessel uses Citrix's ShareFile product, which allows us to share and exchange files with our clients easily and securely. We are able to send a secure link to our clients allowing a large amount of data to be uploaded at once. The firm also has an IT Audit Committee which keeps our firm up to date on significant changes in Information Technology impacting our clients and audits.

E. Organization of Audit Team & Approximate Time to be Spent on the Audit

We estimate that the following hours by personnel will be needed to complete your services each year:

Staff Type	Hours
Partner	8
Senior Manager/Manager	48
Senior	108
Staff	148
Total	312

The Engagement Partner will have overall responsibility for conducting your audits and will be involved in the field. The Senior Manager/Manager will be responsible for the direct oversight of the audit in the field. The Senior will have responsibility for day-to-day supervision of the staff accountants and for performance of a significant portion of the engagement. Our staff accountants will perform the remaining portion of the engagement.

F. Management Letter

A copy of a sample Management Letter is attached in Appendix C.

G. Assistance Expected from District Staff

A sample Records Request List is attached in Appendix D.

H. Tentative Audit Activity Schedule

Our proposed timeline to complete the 2017 audit for the School District is outlined below:



I. Audit Communication

The School District will be provided with a detailed listing of information required for timely and efficient completion of the audit. We will meet with Management early in the audit process to discuss the audit process, required planning matters, any known changes to accounting or reporting requirements, as well as to answer any questions you may have. We will also meet with Management regularly throughout the audit process to apprise you of our progress and any potential issue that arises. There will be no surprises in your draft documents as all issues would be discussed with you prior to the receipt of the drafts.

We will also communicate with representatives of the Board at the beginning and at the end of the audit process. We encourage contact throughout the year so that knowledgeable, experienced professionals can lend seasoned judgment to matters of interest to you whenever such matters arise. We pride ourselves on our responsive service and answer our e-mails and phone calls promptly.

4. Auditor's Experience Summary

Maher Duessel serves 11 school districts, 3 intermediate units, 3 charter schools, and 6 colleges. We are thoroughly familiar with the Manual of Accounting and related financial procedures of Pennsylvania School Systems, the Pennsylvania Public School Code of 1949, as amended; the Federal and State Single Audit Act regulations and guidelines and all bulletins and directives related to school finance issued by the Pennsylvania Department of Education and the Pennsylvania Auditor General's Office. Maher Duessel also is a member of PASBO, and through our membership we are able to receive timely regulatory updates impacting our school district clients. With professionals committed to serving the public sector, the School District will be served by an

engagement team with extensive experience in serving local governments.

Brian T. McCall, CPA, CGFM

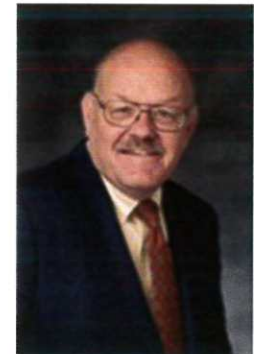
will serve as **Engagement Partner**. Mr. McCall will have overall responsibility for conducting your audits and will be actively involved in the field. Mr. McCall will be responsible for the direct oversight of the audit on-site during the audit process, including review of



audit work and support to the **Senior Manager, Manager, Senior and Staff**. Mr. McCall serves as Engagement Partner on audits of the Pittsburgh Public Schools, North Allegheny School District, Quaker Valley School District, and Moon Area School District. Mr. McCall will be on site for 10% of the audit.

David P. Duessel, CPA, CGFM,

will serve as **Engagement Quality Control Review Partner**. Mr. Duessel will independently review the draft reports and corresponding audit work, as appropriate, to ensure all significant auditing, accounting, and reporting issues are handled appropriately. Mr. Duessel



founded Maher Duessel in 1989 with the vision to provide high-caliber auditing services to governmental and non-profit entities. Since that time, he has partnered on numerous engagements with governmental entities including school districts, redevelopment authorities, municipalities, municipal authorities, counties, and other local governments. Mr. Duessel has a B.A. in Accounting from Michigan State University and over 35 years of governmental accounting experience. He has served as Partner on

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engagements with the Mt. Lebanon School District, Upper St. Clair School District, and Pittsburgh Public Schools, along with several other school districts.

Amy C. Lewis, CPA, Senior Manager will be responsible for the direct oversight of the audit on-site during the audit process, including review of audit work and support to the **Manager, Senior and Staff**. Ms. Lewis serves as Senior Manager on audits of the Pittsburgh Public Schools, Upper St. Clair School District, and Mt. Lebanon School District. Ms. Lewis will be on site for 30% of the audit.



Dustin D. Starr, CPA, Manager, will assist Ms. Lewis with the direct oversight of the audit on-site during the audit process, including review of audit work and support to the **Senior and Staff**. Mr. Starr previously served on our audit engagement with the Pine Richland School District. Current Single Audit clients include the Port Authority of Allegheny County and State College Borough. Mr. Starr will be on site for 65% of the audit.



Chad Alviani, CPA, will serve as **Senior**. Mr. Alviani will assist Mr. Belicose with the direct oversight of the audit on-site during the audit process, including review of audit work and support to the **Staff**. Mr. Alviani began his accounting career in 2010 and joined Maher Duessel in 2014. Mr. Alviani serves on a number of audit teams for governmental clients including the Moon Area School



District, Washington County, Marshall Township, and North Fayette Township. Mr. Alviani will be on site for 90% of the audit. **Please refer to Appendix A for resumes of these professionals.**

5. Proposal Pricing

We are able to deliver exceptional service by highly-experienced professionals at a lower cost than many firms because our professionals are dedicated to serving governmental entities. Accordingly, many of the accounting and auditing issues unique to these entities are more efficiently addressed by us than by firms that do not perform these audits year-round. Assuming that the financial records are in good condition (i.e. accounting records are complete; bank reconciliations are done; sufficient support is available to support receipt and disbursement activity as well as all balance sheet accounts; staff is available to answer questions, etc.), and based on our understanding of your requirements, our all-inclusive fees **are included in Appendix H (Exhibit 'D')**. Maher Duessel takes no exceptions to the terms in the Request for Proposal.

A. Service Beyond the Audit

Our fee structure allows for financial consultation services throughout the course of the year. **We encourage inquiries whenever they arise and consider them part of our package rather than as opportunities to collect extra billings. We do not charge separate additional fees for accounting related questions as they arise.** However, if the School District requested research or required services clearly outside the scope of the work outlined here we would reach a written agreement with the School District on the additional fee, through an engagement letter addendum, prior to commencing the work. The fees for those additional services would be negotiated with the School District based on the

work requested and all efforts would be made to charge for those services at an agreed upon flat fee.

6. Supplemental Information

Attached in Appendix E is a client list of our Pennsylvania School Districts. Attached in Appendix F is proof of Maher Duessel's financial solvency. Attached in Appendix G is the completed non-collusion affidavit. Attached in Appendix H is the completed proposal form.



Appendix A: Resumes



Summary

Mr. McCall began his public accounting career in 2001 with Maher Duessel after graduating from Grove City College. He specializes in providing services to school districts, counties, municipalities, redevelopment authorities, housing authorities/HUD funded agencies, and transportation agencies. Mr. McCall has a B.S. in Accounting from Grove City College.

Engagement Role: Engagement Partner; Licensed Pennsylvania CPA and CGFM

Representative Clients

- Pittsburgh Public Schools
- North Allegheny School District
- Quaker Valley School District
- Moon Area School District
- Allegheny County Central Tax Collection Committee
- Allegheny County Housing Authority

Professional Activities and Affiliations

- West Central Pennsylvania Association of School Board Officials (PASBO) – Member
- Government Finance Officers Association (GFOA) Special Review Committee for Comprehensive Annual Financial Reports (CAFR) - Technical Reviewer
- AICPA Advanced Single Audit Certification
- PICPA Local Government Committee – Member
- Pennsylvania GFOA Advocacy Task Force - Member
- American Institute of Certified Public Accountants (AICPA) – Member
- Pennsylvania Institute of Certified Public Accountants (PICPA) - Member
- Association of Government Accountants (AGA) - Member
- Certified Governmental Finance Manager (CGFM)

Speaking Engagements

- December, 2016 Maher Duessel Government Update *OPEBS – GASB Statements No. 74/75*
- August, 2016 Pennsylvania Municipal Authorities Association *Financial Reporting and GASB Updates – Focus on Pensions*
- October, 2015 Local Government Academy *The Impact of GASB 68 on Your Financial Statements*
- July, 2015 PICPA Local Government Conference *Introduction to Governmental Auditing*
- September, 2014 Pennsylvania Association of Housing & Redevelopment Agencies (PAHRA) Annual Conference: *New Federal Cost Circulars and Impact for PHAs*

Training Highlights

- 2016 Maher Duessel *Government Update*
- 2016 AHACPA (Affordable Housing Association of CPAs) *17th Annual PHA Conference*
- 2015 PICPA *Local Government Conference*
- 2015 Maher Duessel *Uniform Guidance for Federal Awards*
- 2015 Maher Duessel *Government Update*



Summary

Mr. Duessel founded Maher Duessel in 1989 with the vision to provide high-caliber auditing services to governmental and non-profit entities. Since that time he has partnered on numerous engagements with governmental entities including school districts, municipalities, municipal authorities, counties, redevelopment authorities, and other local governments. Mr. Duessel has a B.A. in Accounting from Michigan State University.

Engagement Role: Engagement Quality Control Review (EQCR) Partner

Licensed Pennsylvania CPA and CGFM



Representative Clients

- Pittsburgh Public Schools
- Mt. Lebanon School District
- Upper St. Clair School District
- West Mifflin School District
- North Allegheny School District (Prior Engagement Partner)
- Quaker Valley School District (Prior Engagement Partner)



Professional Activities and Affiliations

- American Institute of Certified Public Accountants (AICPA) - Member
- Pennsylvania Institute of Certified Public Accountants (PICPA) - Member
- PICPA Insurance Trust - Chairman
- Government Finance Officers Association (GFOA) - Member
- GFOA Popular Report Review Committee - Reviewer
- Association of Government Accountants (AGA) - Member
- County Commissioners Association - Member
- Verland - Board Member
- Catholic Charities - Host Committee for Annual Bishop's Dinner
- Early Learning Institute - Treasurer and President, Board of Directors - Past Board Service
- Hampton Soccer Club - Former Treasurer

Training Highlights

- 2016 Maher Duessel *Government Update*
- 2015 Maher Duessel *Applying the Uniform Guidance for Federal Awards*
- 2015 GFOA *Annual Government GAAP Update*
- 2015 *AuditSense Training*



Summary

Ms. Lewis began her public accounting career in 2001 with Maher Duessel. Ms. Lewis is a Senior Manager and has extensive experience managing numerous governmental audit engagements including school districts, municipal authorities, municipalities, and other public entities. She has extensive familiarity with Single Audit compliance. Ms. Lewis also serves as Director of Education for the firm, where she oversees the firm's Continuing Professional Education program and manages the planning process for Maher Duessel's CPE seminars held annually in December and July.

Engagement Role: Senior Manager; Licensed Pennsylvania CPA

Representative Clients

- Pittsburgh Public Schools
- Upper St. Clair School District
- Mt. Lebanon School District
- Municipality of Mt. Lebanon
- Bethel Park Municipality
- Whitehall Borough
- Canonsburg-Houston Joint Authority

Professional Activities and Affiliations

- American Institute of Certified Public Accountants (AICPA) - Member
- Pennsylvania Institute of Certified Public Accountants (PICPA) - Member
- Leadership Pittsburgh - Graduate of Leadership Development Initiative XIII and Past Participant of Leadership on Board
- Greater Pittsburgh Community Food Bank - Board Member and Past Treasurer

Education

- B.A. Accounting
- Summa Cum Laude
- Indiana University of Pennsylvania

Speaking Engagements

- December, 2016 Maher Duessel Government Update: *OPEBS – GASB Statements Nos. 74/75*
- December, 2015 Maher Duessel Government Update: *SAS Update and Important Resources*
- November, 2015 PICPA Practitioners Conference: *Government, Not-for-Profit and Single Audit Updates*

Training Highlights

- 2016 GFOA 110th Annual Conference
- 2016 Maher Duessel Government Update
- 2015 Maher Duessel: *Uniform Guidance for Federal Awards*
- 2015 PICPA Practitioners Conference



Summary

Mr. Starr began his public accounting career in 2009 and joined Maher Duessel in 2010. Mr. Starr has served a wide range of governmental entities including school districts, municipalities, transportation entities, and municipal authorities. Mr. Starr has over 7 years of experience in public accounting. **Mr. Starr is a Butler County resident.**

Engagement Role: Manager; Licensed Pennsylvania CPA

Representative Clients

- Pine Richland School District (Prior Service)
- Port Authority of Allegheny County
- State College Borough
- Butler Township
- Cranberry Township
- Centre Region Council of Governments
- Town of McCandless
- Franklin Park Borough

Professional Activities and Affiliations

- American Institute of Certified Public Accountants (AICPA) – Member
- Pennsylvania Institute of Certified Public Accountants (PICPA) – Member
- PICPA Committee Schools and Colleges – Member

Education

- B.S.B.A. in Accounting
- Clarion University of Pennsylvania

Speaking Engagements

- December, 2015 Maher Duessel Government Update: *GASB Update*
- December, 2014 Maher Duessel Government Update: *Auditing Debt Compliance*
- January, 2014 Maher Duessel: *2014 Risk Assessment and Audit Planning*
- December, 2013 Maher Duessel Government Update: *GASB New and Upcoming Standards*

Training Highlights

- 2016 Maher Duessel *Government Update*
- 2016 and 2015 Maher Duessel *Pension Update*
- 2015 AICPA Government Audit Quality Center *Update Conference*
- 2015 Maher Duessel *Uniform Guidance for Federal Awards*



Summary

Mr. Alviani began his accounting career in 2010 and joined Maher Duessel in 2014. Mr. Alviani serves on several audit teams for governmental clients including educational entities, authorities, and municipalities.

Engagement Role: Senior

Licensed Pennsylvania CPA

Representative Clients

- Moon Area School District
- Washington County
- Cranberry Township
- Marshall Township
- North Fayette Township
- Sports and Exhibition Authority of Pittsburgh
- Housing Authority of the City of Pittsburgh
- West Mifflin Sanitary Sewer Municipal Authority

Professional Activities and Affiliations

- American Institute of Certified Public Accountants (AICPA) - Member
- Pennsylvania Institute of Certified Public Accountants (PICPA) – Member

Education

- B.A. in Accounting, Washington & Jefferson College
- M.S. in Business Administration, California University of Pennsylvania

Training Highlights

- 2016 PICPA *Employee Benefits Plans Conference*
- 2016 Maher Duessel *Pension Update*
- 2016 Maher Duessel *Government Update*
- 2015 Maher Duessel *Financial Reporting Training*
- 2015 *AuditSense Training Staff/Seniors*



Appendix B: Peer Review



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Pittsburgh, PA 15227-2736
412/885-5045
Fax 412/885-4870
www.gbaco.com

Certified Public Accountants

SYSTEM REVIEW REPORT

September 9, 2016

To the Partners
Maher Duessel, CPAs 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 Maher Duessel, CPAs (the firm) in effect for the year ended May 31, 2016. 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. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a system review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Maher Duessel, CPAs in effect for the year ended May 31, 2016, 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*. Maher Duessel, CPAs has received a peer review rating of *pass*.

A handwritten signature in blue ink that reads "Goff Backa Alfera & Company, LLC". The signature is written in a cursive, flowing style.

GOFF BACKA ALFERA & COMPANY, LLC
PITTSBURGH, PENNSYLVANIA



Appendix C: Sample Management Letter

Management and Board of Education
ABC School District

We have audited ABC School District (School District), as of and for the year ended June 30, 2017. We reported on the School District's internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* in our report dated January 20, 2018. We also reported on the School District's compliance for each major program and on internal control over compliance required by the Uniform Guidance in our report dated January 20, 2018. However, during our audit, we noted certain other matters involving internal control and operational matters that are presented for your consideration. This letter does not affect our report dated January 20, 2018 on the School District's financial statements.

We noted certain other matters involving internal control and its operation as follows.

Segregation of Duties

Strong internal controls require that the responsibilities for the custody, accounting, and control of assets be segregated. When duties are not properly segregated, there is an increased risk that errors and irregularities may occur but not be detected.

With regard to cash disbursements, the same individual can process invoices, prepare and print checks, record transactions to the accounting system, and prepare the positive-pay listing that is submitted to the financial institution. To reduce the risk associated with this situation, the School District has implemented a practice in which an independent individual receives the bank statement unopened and prepares the bank reconciliation. However, check images are not reviewed when the account is being reconciled. To further mitigate controls, we recommend that School District implement a procedure which requires the positive pay listing that is submitted to the financial institution be produced and submitted by an individual independent of the disbursements process. We also recommend that the School District require that canceled check images be reviewed for proper payees and endorsements during the reconciliation process.

With regard to payroll, the same individual is responsible for processing payroll, making changes to the payroll system (including new hires, salary/wage adjustments and payroll withholding rates), printing payroll checks, preparing the direct-deposit listing that is submitted to the financial institution, and preparing various manual calculations related to hours and wages. To reduce the risk associated with this situation, the School District has implemented a practice in which an independent individual receives the bank statement unopened and prepares the bank reconciliation. Check images are not reviewed when the account is being reconciled. To further mitigate controls, we recommend that the School District implement a procedure which requires the direct-deposit listing that is submitted to the financial institution be produced and submitted by an individual independent of the payroll process. We also recommend that the School District require that canceled check images be reviewed for proper payees and endorsements during the reconciliation process. The School District should also implement procedures to review changes that are made to the system to ensure that all changes are accurate and authorized. Such changes could include new hires, changes in wage/salary information, adjustments to payroll withholdings. We also recommend that any manual calculations prepared by the payroll personnel be reviewed for accuracy.

With regard to cash receipts, the same individual is responsible for collecting deposits from individuals throughout the school district, preparing the deposit, recording transactions to the accounting system, and reconciling the bank statement. During 2016-2017, some individuals throughout the School District used sealed bags; however most of them simply included the funds collected in an envelope. The individual responsible for making deposits also has access to empty deposit bags. We recommend that all individuals throughout the School District begin using the

sealed deposit bags when turning money over to the business office for deposit. We also recommend that the School District ensure adequate controls over the empty deposit bags. The individual responsible for the cash receipts process should not have access to the empty deposit bags. We recommend that the School District review these processes and implement any other procedures they feel necessary to mitigate the segregation of duties over cash receipts.

Real Estate Tax Collectors

Currently the Real Estate Tax Collectors are responsible for all phases of real estate tax collections including the following: reviewing real estate bills for accuracy, mailing real estate bills, processing real estate tax payments, depositing real estate tax receipts, disbursing real estate tax receipts to the School District and turning over delinquent amounts to the County. Strong internal controls require that duties be segregated so that one person does not control all aspects of an accounting function, which results in the risk of errors or irregularities occurring and not being detected. Due to the staff size of the Real Estate Tax Collectors' offices, it would be difficult for the School District to eliminate this concern. We recommend that the School District monitor collections on a monthly basis from each individual collector and prepare a year-end reconciliation of taxes received and taxes turned over for collection with the County.

Financial Reporting and Accounting Practices

As part of the audit process, we assist management in preparing the financial statements, based on information provided by the School District's management. During our audit, we identified several adjustments that were not initially identified by the School District's financial reporting system. The adjustments related to taxes receivable, deferred revenue, accrued interest income, interfund transfers, accounts payable, adjusting beginning fund balance, recording donated commodities, and recording current year fixed asset activity. Without controls over the financial reporting process, errors in reporting can occur and not be detected in a timely fashion, and could impact the management and decisions of the School District throughout the year. We recommend that management consider reviewing and enhancing their internal controls over financial reporting to ensure that reporting is timely and accurate.

Capital Assets

The School District maintains a capital asset detail for both the Governmental Activities and the Cafeteria Fund outside the accounting software. During our audit procedures, we obtained these listings in order to perform procedures on the balances. During our procedures, we noted the following:

- The beginning balance of the Cafeteria Fund detail did not agree to the ending balance of the prior year audited financial statements by \$32,318. These amounts approximated the additions for both 2015 and 2016 fiscal year-ends;
- The beginning balance of governmental activities capital assets did not agree to the prior year audited financial statements by approximately \$33,000.
- The capital asset additions and depreciation expense for the Cafeteria Fund were not recorded to the trial balance as of June 30, 2017, but were posted as an audit adjustment;
- We noted various line items in the governmental activities and Cafeteria Fund capital asset details in which the depreciation expense was calculated incorrectly
- We noted several instances in the Cafeteria Fund capital asset detail in which items were over-depreciated, causing a negative net value.

We recommend that the capital asset detail be reviewed for accuracy by an individual independent of the process of tracking the capital assets. This review should include a comparison of the beginning balances to those in the audited financial statements, review of useful lives for reasonableness, a recalculation of depreciation expense and

net book value, and a review of capital asset additions and deletions for accuracy and completeness. The School District should also ensure that there is a process in place for completing physical inventories. Additionally, the School District should consider using its financial accounting software to track capital assets.

General Fund Bank Reconciliations

During our audit of cash, we noted that the General Fund checking account reconciliation had a difference between the reconciled bank balance and the carrying balance. The difference of \$1,156 is considered to be immaterial to the audited financial statements. We recommend that all differences, immaterial or material, be reviewed and adjustments posted to correct as necessary. Bank reconciliations are a key control over cash and should be prepared timely and accurately and be reviewed by an individual independent of the reconciliation process.

Cafeteria

Bank Reconciliation

The School District had not completed the Cafeteria Fund bank statement reconciliation until October 2017 for June 30th. While we understand that there was transition in the food service department, we recommend that bank reconciliations be completed and accounts adjusted, if necessary, in a timely manner.

Inventory listing

As of June 30, 2017, the Cafeteria Fund had an inventory balance recorded of \$9,961. This balance remained unchanged from the prior year audited financial statements. While activity in the fund has not changed significantly and thus, significant changes in the inventory would not be expected, the School District should consider performing a physical inventory annually to update this information to ensure accurate reporting.

Accounting Policies and Procedures

Policies and procedures should be authored and regularly updated to promote consistent operation of the School District and to help minimize disruption in the event of personnel changes. The School District does not have written policies and procedures to guide many aspects of financial operations. Such policies would include fixed assets, purchasing, fraud, investing of funds, information technology, journal entry review and approval, general ledger maintenance, payroll processes, disbursement process, cash receipt processes, and bank reconciliation preparation, review and approval.

Activity Fund Accounts

Segregation of duties

Strong internal controls require that the responsibility for the custody, accounting, and control of assets be segregated. When duties are not properly segregated, there is an increased risk that errors and irregularities may occur but not be detected. With regards to the activities accounts, the same individual can collect receipts, prepare and print checks, mail checks, record transactions to the accounting system, and prepare bank reconciliations. To reduce the risk associated with this situation, we recommend that at a minimum someone independent of the cash disbursements process should be receiving the bank statement unopened, or reviewing them online, and reviewing the canceled check images for proper payees and endorsements. We also recommend that activity advisors receive, on a consistent basis, a detail of their individual account balances to ensure that they agree with the activity recorded.

Activity Fund Balance

During our audit of the Activity Fund balances, we noted that there were two activity accounts that had deficit balances (Class of 2017 - \$3,192.87 and ABC Account - \$631.95). When deficits occur in accounts, other activity funds have supplemented the expenses of those deficits. We recommend that the School District look at its processes related to deficit balances in activity funds and ensure that activity accounts do not operate at deficits.

During our audit, we noted that the reconciled bank balance totaled \$41,649.63, but the total balance of all activity accounts was \$41,395.72, leaving an unaccounted amount of \$253.91. We recommend that the School District review the accounts and determine if the difference relates to a specific account and adjust accordingly.

Outstanding Deposit in Transit

During our review of the Activity Fund bank statements and reconciliation, we noted an outstanding deposit of \$5,878.27. Upon further discussion with School District personnel, it was determined that this reconciling item originated in fiscal year 2009. Reconciling items should appear on the bank reconciliation to the extent that actual transactions are anticipated to occur within several days of the School District's year-end. We recommend that the School District review this outstanding reconciling item and future reconciling items and adjust accordingly.

Pay-to-Participate

The School District currently operates a pay-to-participate program in which fees are collected for students to participate in athletics and certain clubs. These fees can be collected through the athletic office or online. Once a student pays, the Assistant to the Athletic Director updates the online system to indicate that the individual has paid. The Assistant to the Athletic Director also has the ability to waive fees. There is currently no documented approval of the waiving of fees. We also noted that there is no process in place to reconcile the number of students registered for athletics and clubs with those who have paid for these activities. We recommend that the School District implement a process for waiving fees which includes a report being sent to an independent party of waived fees. The process should include documented approval by an individual independent of the process for collecting fees and updating the online system. We also recommend that the School District implement a process to reconcile the students registered with those who have paid.

Booster Accounts

In addition to various activity accounts, the School District has various booster clubs such as cheerleading, swimming, baseball, etc. The receipts and disbursements related to these booster clubs are typically handled by parents, outside of the School District's control. During discussions with School District personnel and several booster club Treasurers it was determined that the School District has no policies concerning the operations, accounting, and reporting of these booster clubs. In some instances, the bank accounts are in the Tax ID number of the School District and in other instances they are not. We recommend that the School District look at the processes in place for the operations, accounting and reporting of these booster clubs. The School District should determine if accounts are in the School District's Tax ID number and ensure that these funds are accounted for properly. The School District should ensure that if applicable, processes are in place to ensure that required tax filings are also completed timely and accurately.

Procurement

The Office of Management and Budget (OMB) has issued the Uniform Grant Guidance, which includes revision of procurement standards related to property and services charged to federal funding sources. The OMB has allowed a grace period of two fiscal years to implement the procurement standards. The School District will be subject to the procurement standards starting with the fiscal year beginning July 1, 2017. The procurement

standards include five general standards related to policies and procedures and five methods of procurement. We recommend that the School District review the procurement standards and other guidance available on the OMB website as soon as possible to ensure compliance with procurement standards.

Pending Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several new standards that may have an impact on the School District’s financial statements in future years. To prepare for these changes, we recommend that management review these statements to obtain an understanding of the impact, if any, these changes will have on its financial statements.

GASB Statement No.	Title	School District’s Effective Date
75	<i>Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions</i>	June 30, 2018
81	<i>Irrevocable Split-Interest Agreements</i>	June 30, 2018
82	<i>Pension Issues – An Amendment of GASB Statements No. 67, No. 68, and No. 73</i>	June 30, 2018
83	<i>Certain Asset Retirement Obligations</i>	June 30, 2019

This communication is intended solely for the information and use of the Board of Education and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Mahe Duessel

Pittsburgh, Pennsylvania
January 20, 2018



Appendix D: Sample Records Request List

Sample Audit Request List

Please have the following information available when we return for the audit on DATE, 2017.

Wherever possible, please provide the requested information in electronic format (i.e. Word, Excel, PDF, etc.). This will assist us in importing the information into our auditing software. If any of the items become available prior to our arrival, please feel free to email it to me at email address.

ALL FUNDS:

1. Trial balances as of 6/30/2017 in Excel format (please have expenditures reported as function-object with the following format):
 - function (only the first two digits); object (only the first digit);
2. G/L Detail of all funds and accounts (Excel);
3. Access to all bank statements, reconciliations, and canceled checks for fiscal year 2017;
4. Check registers for all funds for the entire fiscal year as well as for the period July 1, 2017 through August 31, 2017 (Excel);
 - *We will make a selection of specific disbursements to review and will then request invoice packages and supporting documentation for those items selected.*
5. July 2017 bank statements for all accounts;
6. Support showing that all due to/due from and transfers in/transfers out accounts are in balance at year-end;
7. A/P detail as of 6/30/2017;
8. Support for deposits made in July and August 2017;
9. List of all contracts formally bid during the year and access to formal bid documents (winning/losing bids, bid advertisement, bid tabulation, etc.)

GENERAL FUND:

1. Federal grant receivable detail;
2. State grant receivable detail;
3. Monthly real estate tax reports;
4. Detail of delinquent real estate taxpayers as of 6/30/2017;
5. Monthly earned income tax reports;
6. Other receivables detail;
7. Payroll accrual;
8. Sabbatical accrual, if any;
9. State and Federal subsidy confirmation;
10. Support for any arbitrage paid or payable;
11. G/L detail of object 640 for all functions and support for calculation of book inventory at 6/30/2017; (both Capital Projects & General Fund);
12. Supporting documentation for prepaid expenses as of 6/30/2017;

CAFETERIA FUND:

1. Agency summary report as of 6/30/2017 from the Dept of Agriculture;
2. Inventory values as of 6/30/2017 for each school;
3. Detail of fixed asset additions and disposals;
4. Detail of all fixed assets existing as of 6/30/2017, including depreciation calculation;
5. Copy of 2016/2017 food service management agreement;
6. Food Service Management Budget (Base Proposal);
7. Monthly cafeteria reports for the entire year;
8. Federal/state grants receivable detail;
9. Student & Faculty enrollment for FY 2017;
10. 2016-2017 School Menu List of Prices (High School, Middle School, & Elementary School);

ACTIVITIES/ATHLETICS:

1. Bank statements and reconciliations for all of FY 2016/2017;
2. July 2017 bank statements and reconciliations for all accounts;
3. Activity Fund Summary of Transactions (details beginning balance, total receipts, disbursements, and ending balance for each activity for the year);
4. Monthly student activity files, which contain monthly summary sheets for both receipts & disbursements ("Student Activities and Student Trust" binder);
5. Access to invoices/supporting documentation, canceled checks, & deposit slips for disbursements/receipts;

SINGLE AUDIT:

1. Rollforward of federal awards (prior year receivables/deferred balances plus new grants, less amounts expended);
2. GL detail of all costs charged to IDEA during FY 2017;
3. Access to support for costs charged to IDEA during the year (i.e., listing of teachers whose salaries were charged to IDEA; invoices for items/services purchased with IDEA money);
4. Annual report submitted to AIU for use of IDEA funds;
5. Use of Funds Agreement signed with AIU for IDEA funds for FY 2016/2017;
6. Access to IDEA cash receipt folders;
7. Access to grant applications, reimbursement request forms, and final completion reports submitted to the AIU and/or PDE for all grants awarded in FY 2017;

GASB 34:

1. Allocation of depreciation expense by function;
2. Detail of fixed asset additions and disposals;
3. Detail of all fixed assets existing as of 6/30/2017, including depreciation calculation;
4. G/L Detail of 750/760 accounts (Equipment Repairs & Maintenance Expenditures);

5. Support for all activity related to debt for FY 2017;
6. Compensated absence accrual, including a rollforward of the balance (additions and deletions) for the year;
7. Health Insurance Benefits paid to retirees during 2016/2017 and number of retirees receiving such benefits (and SOC 1 report if available from the insurance company);
8. Most recent actuarial valuation report for OPEBs

MISCELLANEOUS:

1. Vocational Tech School financial statements as of 6/30/2016 (always on a one year lag);
2. Access to all Board minutes;
3. Journal Entries folder of all closing Journal Entries made;
4. Access to monthly journal entries binders;
5. Health Insurance Consortium financial statements for 2016/2017;
6. Support for designation/assignment/restriction of fund balance, if necessary;
7. Documentation for any and all new operating lease contracts started during 2016/2017;
8. 2016-2017 budget;

Thanks in advance for your assistance! Please call me with any questions.



Appendix E: School District Client List

Maher Duessel School District Client List

North Allegheny School District

Contact Information:

Mr. Michael Hopkins, Director of Finance
North Allegheny School District
200 Hillvue Lane
Pittsburgh, PA 15237
412.369.5574
mhopkins@northallegheny.org

Student Enrollment: 8,190

Number of Buses: 120

Number of Bus Routes: Data Not Available

Years of Service: 1998-Current

Upper St. Clair School District

Contact Information:

Ms. Frosina Cordisco, Director of Business/Finance
Upper St. Clair School District
1820 McLaughlin Run Road
Upper St. Clair, PA 15241
412.833.1600
fcordisco@uscscd.k12.pa.us

Student Enrollment: 4,189

Number of Buses: 40

Number of Bus Routes: 289

Years of Service: 1996-Current

Mt. Lebanon School District

Contact Information:

Ms. Janice Klein, Director of Business
Mt. Lebanon School District
7 Horsman Drive
Mt. Lebanon, PA 15228
412.344.2099
jklein@mtlsd.net

Student Enrollment: 5,275

Number of Buses: Not Applicable (Walking District)

Number of Bus Routes: Not Applicable (Walking District)

Years of Service: 1997-Current

Pittsburgh Public Schools

Contact Information:

Ms. Pamela Capretta, Director of Finance
Pittsburgh Public Schools
341 South Bellefield Avenue
Pittsburgh, PA 15213
412.529.3845
pcapretta1@pghboe.net

Student Enrollment: 26,292

Number of Buses: 694

Number of Bus Routes: Data Not Available

Years of Service: 2014-Current

Quaker Valley School District

Contact Information:

Mr. Scott A. Antoline, Director of Finance and Operations
Quaker Valley School District
100 Leetsdale Industrial Drive, Suite B
Leetsdale, PA 15056
412.749.3641
antolines@qvsd.org

Student Enrollment: 1,936

Number of Buses: Data Not Available

Number of Bus Routes: Data Not Available

Years of Service: 1999-Current

Moon Area School District

Contact Information:

Mr. Keith Bielby
Staff Accountant
Moon Area School District
8353 University Boulevard
Moon Township, PA 15108
412.264.9440, Ext. 8
kbielby@moonarea.net

Student Enrollment: 3,743

Number of Buses: Data Not Available

Number of Bus Routes: Data Not Available

Years of Service: 2015-Current

Newport School District

Contact Information:

Mr. Jamison Magaro
Director of Business Affairs
Newport School District
420 Fickes Lane
P.O. Box 9
Newport, PA 17074
717.567.2503
jmagaro@newportsd.org

Student Enrollment: 1,125

Number of Buses: Data Not Available

Number of Bus Routes: Data Not Available

Years of Service: 2006-Current

South Butler County School District

Contact Information:

Mr. Paul Slomer, Jr.
Director of Business Affairs
South Butler County School District
328 Knoch Road
Saxonburg, PA 16056
724.352.1700, Ext. 5630
slomerp@southbutler.net

Student Enrollment: 2,609

Number of Buses: 70

Number of Bus Routes: Data Not Available

Years of Service: 2016-Current

Steel Valley School District

Contact Information:

Dr. Ed Wehrer

Superintendent
Steel Valley School District
Administrative Building
220 East Oliver Road
Munhall, PA 15120
412.464.3600
ewehrer@svsd.k12.pa.us

Student Enrollment: 1,710

Number of Buses: Not Applicable (Walking District)

Number of Bus Routes: Not Applicable (Walking District)

Years of Service: 1991-Current

West Mifflin Area School District

Contact Information:
Mr. Dennis Cmar
Board Secretary/Business Manager
West Mifflin Area School District
1020 Lebanon Road
Suite 250
West Mifflin, PA 15122
412.466.9131, Ext. 3004
cmard@wmasd.org

Student Enrollment: 3,014

Number of Buses: Data Not Available

Number of Bus Routes: Data Not Available

Years of Service: 2013-Current

Wilkinsburg School District

Contact Information:
Mr. Rick Liberto
Business Manager
Wilkinsburg School District
718 Wallace Avenue
Wilkinsburg, PA 15221
412.871.2104
libertor@wilkinsburgschools.org

Student Enrollment: 1,015

Number of Buses: Not Applicable (Walking District)

Number of Bus Routes: Not Applicable (Walking District)

Years of Service: 2011-Current