

# ACCEPTAING REQUEST FOR PROPOSALS (RFP)

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INDEPENDENT AUDIT SERVICES

## MONTGOMERY TOWNSHIP SCHOOL DISTRICT

1014 Route 601  
Skillman, NJ 08558-2119

RFP NO.: **RFP 26-01**

PROPOSAL DUE DATE: **July 24, 2025**

### I. INTRODUCTION

The Montgomery Township School District, located in Skillman, New Jersey, is seeking proposals from qualified certified public accounting firms to provide independent audit services in accordance with New Jersey Department of Education regulations and applicable statutory requirements.

The Montgomery Township School District has approximately 4,400 students and a 2024-2025 total budget of approximately \$115,000,000.

### II. SCOPE OF SERVICES

The scope includes but is not limited to:

- Annual audit of financial statements for the fiscal year ending June 30, 2025, and optionally for subsequent years.
- Financial audit should include:
  - 1. General Fund
  - 2. Special Revenue
  - 3. Capital Projects
  - 4. Food Service
  - 5. Trust & Agency
  - 6. Student Activity Funds
  - 7. Enterprise
  - 8. Other
    - a. Child Nutrition Program
    - b. The Title I and other grant programs
    - c. The Application for State School Aid "ASSA"
    - d. Compliance audit on all federal and state grant programs as required under the Single Audit Act
    - e. Study and evaluate the District's internal accounting controls
    - f. Assist in the maintenance of a perpetual fixed asset inventory system
    - g. Submission of the Audit Summary to the Department of Education
    - h. Copies of CAFR and Management report to creditors
    - i. Audit period is for fiscal year ending June 30, 2025
    - j. Additional agreed upon Management and/or Financial Advisory Services may be required on an ongoing basis. Please advise us of any hourly rate quote for such services

- Preparation and submission of the Comprehensive Annual Financial Report (CAFR), including the Management Report.
- Compliance audit in accordance with New Jersey Administrative Code (N.J.A.C.) Title 6A:23A-5.2.
- 11 copies of CAFR and Management report to creditors delivered to the School Business Administrator by November 30, following the close of the fiscal year
- 11 copies of the synopsis and the transmittal of the Audit Summary delivered to the School Business Administrator by November 30, following the close of the fiscal year
- Review of internal controls and recommendations for improvement.
- Attendance at Board of Education meetings to present the audit findings.
- Timely submission of the audit report to the NJDOE and other regulatory bodies as required.
- Assistance in the maintenance of a perpetual fixed asset inventory system
- Additional agreed upon Management and/or Financial Advisory Services may be required on an ongoing basis. Please advise us of any hourly rate quote for such services

***TO OBTAIN THE COMPLETE RFP, please reach out to the Business Administrator via email, USPS or courier:***

Andrew J. Italiano  
 Business Administrator  
 Montgomery Township School District  
 1014 Route 601  
 Skillman, NJ 08558-2119

Email: [aitaliano@mtsd.us](mailto:aitaliano@mtsd.us)

***All proposals must be received by July 24, 2025 on 10:00am Eastern Standard time at:***

Andrew J. Italiano  
 Business Administrator

Montgomery Township School District  
 1014 Route 601  
 Skillman, NJ 08558-2119

Late proposals will not be considered.