



RFP for Auditing Services for Years 2018-2020

The City of Eagle Lake, Minnesota, is requesting proposals for professional auditing services from certified public accountants for years ending 2018, 2019, and 2020. Located just a few miles away from Mankato, Eagle Lake is a growing community with a population of 3,067. Eagle Lake is in Blue Earth County.

Council members are elected officials and consist of the Mayor (two-year term of office) and four council members (four-year terms of office).

The City's chief administrative officer is the City Administrator, who is appointed by and serves at the discretion of the City Council. The City Administrator is responsible for overseeing the day to day operations of the City.

The 2018 General Fund budget is \$1,282,649. Proprietary funds include water and sewer. Other funds include special revenue funds, such as EDA and TIF, and a debt service fund. Banyon Data Systems software is used for utility billing and fund accounting. The City's fiscal year is the calendar year.

Financial statement preparation will be the responsibility of the auditing firm selected to provide professional auditing services. The draft audit report and recommendations should be made available to management no later than May 15th of each year.

Proposals are due no later than 4:30 p.m. on Wednesday, October 24, 2018. The City reserves the right to reject any or all proposals for any reason. The City Council will review proposals received and possibly make a selection at either the November 5th or December 3rd City Council meeting.

Proposals should be submitted to the following:

Jennifer J. Bromeland
City Administrator
705 Parkway Avenue
Eagle Lake, MN 56024
jbromeland@eaglelakemn.com

All inquiries regarding the RFP for auditing services should be directed to:
jbromeland@eaglelakemn.com.

Proposal Guidelines

Proposals should contain the following information and be limited to no more than 10 pages (single sided):

Title Page
Table of Contents
Transmittal Letter
General Information
Professional Fees

Professional Fees			
	2018	2019	2020
Audit of Financial Statements			
Single Audit (if necessary)			
Fire Relief Audit			
Total Maximum Cost*			

*The audit contract is to include telephone and email inquiries and other assistance related to the audit and future audits requiring a minimum amount of time throughout the calendar year.