

CITY OF TWIN OAKS REQUEST FOR PROPOSALS

ACCOUNTANT/FINANCIAL CONSULTANT

General Information

The City of Twin Oaks is currently seeking an accountant/financial consultant. This individual or firm will work closely with the City Clerk and the Board to prepare the city's annual budget, monthly financial statements and audit materials.

The City of Twin Oaks is located in St. Louis County near the intersection of Highway 141 and Big Bend Road. A fourth-class city, Twin Oaks has a population of approximately 692. The City has four employees — a full-time city clerk and maintenance supervisor, and two part-time positions.

The City's annual budget is approximately \$1.1 million. The City levies no residential property tax with the majority of its revenue generated through sales taxes and, to a lesser degree, commercial property taxes. For a complete financial picture of the City, you can find recent budgets and audits online at www.cityoftwinoaks.com.

Accounting System

The City currently uses QuickBooks for its accounting system and Paylocity for processing payroll.

General Instructions

The City of Twin Oaks is requesting proposals from qualified firms of certified public accountants to serve as an accountant/financial consultant. This individual or firm will work closely with the City Clerk and the Board to prepare the city's annual budget, monthly financial statements and audit materials for the fiscal years ending December 31, 2021, 2022 and 2023.

There is no expressed or implied obligation for the City of Twin Oaks to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City of Twin Oaks reserves the right, where it may serve the City of Twin Oaks' best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Twin Oaks, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Twin Oaks reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Twin Oaks and the firm.

Scope of Services

The Accountant/Financial Consultant will perform financial advisory services typical of Treasurer, including but not limited to:

- Monthly
 - Consult with City Clerk on preparation of financial statements.
 - Attend Board meetings where financial statements are presented (typically one meeting a month).

- Quarterly
 - Review in detail City’s financial books and records with the City Clerk
 - Prepare and present to Board:
 - Comparative Statements of Revenues Collected and Expenditures Paid
 - Comparative Statements of Net Position
- Semi-Annually
 - Prepare for the Board of Aldermen its semi-annual statement of the receipts and expenditures and indebtedness of the city per Section 79.160 RSMo.
- Annually
 - Prepare and do all things necessary to qualify and file the City’s ad valorem property tax including submitting a proposed tax levy rate to the Missouri State Auditor for review.
 - Prepare or assist in the preparation of the City’s budget in compliance with [Section 130.020](#) of the Twin Oaks Code, including a budget message.
 - Prepare or assist in the preparation of any necessary amendments to the City’s budget.
- As needed, consult with City Clerk regarding:
 - Reconciliation of bank statements.
 - Other treasury matters.
 - Issues, concerns, problems, etc., regarding recording of transactions in QuickBooks.
 - Current Certificates of Participation and future financings.
- As needed, consult with Aldermen regarding:
 - Strategic financial matters.
 - Other matters, as requested.
- Coordinate and supervise the annual audit of City’s Financial Statements by an independent certified public accountant and ensure that the City’s certified audited financial reports are filed with the Missouri State Auditor.

Submission of Proposals

Bids shall be provided to City Clerk Frank Johnson by Monday, June 14, 2021 before 3:00 p.m. at Twin Oaks Town Hall located at 1381 Big Bend Road, Twin Oaks, MO 63021. An envelope sealed and marked “Accountant/Financial Consultant Proposal” with two (2) copies of your proposal should be received on or before the date and time specified above.

Evaluation and Award of Contract

If you desire any additional information or clarification on this proposal request, please contact City Clerk Frank Johnson at 636-225-7873, or fjohnson@cityoftwinoaks.org.

It should be understood that the City of Twin Oaks reserves the right to reject any and all proposals submitted and to request additional information. Furthermore, the professional accounting services purchased will be from the firm which, in the opinion of the City, is best qualified to meet the criteria established by the City.

The accounting contract will be awarded for a period of two (2) years, with the City reserving the option to extend the contract by one (1) year, subject to annual appropriation.

**Proposed Schedule of Compensation
Accountant/Financial Consultant Services
2021 – 2022 - 2023
CITY OF TWIN OAKS**

**Name of Firm
Submitting RFP:** _____

**Name of Person
Submitting RFP:** _____

Address: _____

Telephone Number: _____

Email: _____

Proposed Compensation

1. Accountant/Financial Consultant for the year ending December 31, 2021	
2. Accountant/Financial Consultant for the year ending December 31, 2022	
3. Accountant/Financial Consultant for the year ending December 31, 2023	
Total Audit Charges for 2020, 2021, 2022	

Signature

Date