



# SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

**Steve M. Kovacs**  
**Fire Chief**

## **Request for Proposal**

The Scotts Valley Fire Protection District (District) is requesting proposals to conduct financial audits for each of the following fiscal years: 2018/2019, 2019/2020 and 2020/2021. The District Budgets and Financial Statements are available on our website: [www.scottsvalleyfire.com](http://www.scottsvalleyfire.com). Firms shall have experience auditing public agency related finances and operations.

The District is seeking the following as minimum outputs:

- Financial statement of the District's accounting practices relative to recognized governmental accounting standards.
- Audit report to meet the requirements for governmental audits of fire protection districts for all of the District's budget units, including the fiduciary fund for the Santa Cruz Hazardous Materials Interagency Team.
- An entry and exit conference meeting with District management.
- Electronic PDF format version for posting on the District's web site.
- Compliance with all applicable Governmental Accounting Standards Board (GASB) standards.
- Completed audit reports due to the District by January 1, following the close of the fiscal year.

Proposals should include:

- Years of experience with public agency audits.
- List of references.
- Number of employees in the firm.
- Name and resume' of the principal Certified Public Accountant.
- Fees per fiscal year.

Proposals must be submitted by Friday, March 29, 2019, at noon.

The Board of Directors will consider the audit proposals at their May 8, 2019, regular Board meeting and reserves the right to accept or reject any or all proposals.

Queries can be made to Fire Chief Steve Kovacs at: [skovacs@scottsvalleyfire.com](mailto:skovacs@scottsvalleyfire.com)

**Board of Directors**

**Robert Campbell Edward Harmon Joseph Parker Russ Patterson Daron Pisciotta**