

SPECIFICATIONS FOR AUDIT PERFORMANCE QUOTATIONS

July 16, 2018

Marquette County Transit Authority requests quotations for annual audits for the fiscal years as follows:
(prefer three year quote)

One Year Quotation:	October 1st, 2017 - September 30th, 2018
Two Year Quotation:	October 1st, 2017 - September 30th, 2018 October 1st, 2018 - September 30th, 2019
Three Year Quotation:	October 1st, 2017 - September 30th, 2018 October 1st, 2018 - September 30th, 2019 October 1st, 2019 – September 30th, 2020

Please Note: Separate Quotations may be submitted for any one, two or all three physical periods.

Quotations submitted shall contain at a minimum:

- A. Name, Address, and telephone number of firm. Must be a Certified Public Accountants licensed by the State of Michigan.
- B. Maximum fee for audit completion per time period selection with a per diem rate if additional work were required.
- C. Brief resume and experience of firm and the principals who would be performing the audit(s), including experience performing public transportation authorities and or similar entities and governmental unit audits.
- D. References, including present and previous clients.

Audit Guidelines

Audit(s) shall be performed in accordance with State and Federal guidelines for audits, and specifically the "Audit Guide for Transportation Authorities and Agencies in Michigan", as prepared by the Michigan Department of Transportation. Marquette County Transit Authority receives State funds pursuant to Michigan Public Act 51 of 1951 and Federal Funds pursuant to Section 5311 (formally 19) of the Federal Transit Act of 1991, as amended.

Audit Completion

Audit(s) must be completed with reports submitted to the Michigan Department of Treasury, the Michigan Department of Transportation and Marquette County Transit Authority no later than March 31st of the year following the close of each fiscal period. The Audit and report must

be completed with the report submitted by March 31st of each year. If this deadline is missed the Authority will reserve the right to impose a 1% of quoted fee per day late fee for such time, as the reports would be delinquent.

The audit report submitted must comply with all current mandated items. In addition, all reports must comply with the "Michigan Department of Transportation's Audit Guide for Transportation Authorities and Agencies in Michigan" suggested formats.

Audit Report

Two copies of the audit report and management letter must be forwarded to Michigan Department of Treasury; two copies must be submitted to the Michigan Department of Transportation and fifteen copies must be provided to Marquette County Transit Authority.

Submission of Quotations

Sealed quotations shall be submitted to Marquette County Transit Authority, 1325 Commerce Drive, Marquette, MI 49855, no later than 4:00 p.m. on Thursday, August 30th, 2018. Quotations will be opened and tallied by the Marquette County Transit Authority administration. Acceptance will be awarded at the Marquette County Transit Authority Board of Directors Regular Meeting, September 20th, 2018 at 6:00 p.m. at Marq-Tran's Board Room.

All Quotations shall be sealed and marked "Audit Proposal" on the envelope exterior.

General Information about Marquette County Transit Authority

Physical Year runs from October 1st through September 30th.

Number of Payrolls per year are 26. Approximate number of employees: 60

Direct Deposit is used for payroll with a few exceptions.

Approximate number of payroll deposits per year: 1560.

Approximate number of checks written per year for accounts payable: 1020

Marquette County Transit is currently using QuickBooks Enterprise solutions 2017 for all accounting software including parts inventory and service repair invoices.

Sources of Revenue

Federal Operating Grant

State Grants

Capital Grants (Vehicles/Equipment)

Local Millage Revenues

Passenger Cash Fares

Interest Earnings

Intercity Ticket Sales Revenue

Non-Transportation Revenues

Special Contract Fares

Bank Accounts

General Checking Account

General Savings Account

Intercity Account

ICS Savings Account

CDARS Account