

City of Pelham

James Eubanks
Mayor

Christian Drake
City Manager

Lisa Austin
City Clerk

Tommy Coleman
City Attorney



CITY COUNCIL

Rhonda Brown
Mayor Pro Tem

Bennett Adams
Fredrick Davis
Bobby Robinson
Cody Shiver
Mistry Troutman

City of Pelham, Georgia Request for Proposals/Qualifications (RFP/Q) for Auditing Services

The City of Pelham, Georgia, is soliciting proposals/qualifications from qualified firms to provide auditing services for the fiscal year ending June 30, 2025. The selected firm will audit the financial statements of the governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Pelham.

Submission Details

- Submission Period: September 3, 2025, to September 17, 2025, at 11:00 AM
- Submission Address: 108 Hand Ave W. Pelham, GA, 31779
- Contact Information: citymanager@cityofpelhamga.com, (229) 294-7900 ext.223

Scope of Services

The services to be provided include, but are not limited to, the following:

1. Audit Services:

- Audit the financial statements of the governmental activities, business-type activities, aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including related notes.
- Conduct the audit in accordance with generally accepted auditing standards in the United States and the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
- Apply certain limited procedures to required supplementary information (RSI) including management's discussion and analysis (MD&A), budget analysis schedules, and changes in pension liability and contributions schedules.
- Provide an opinion on the supplementary information other than RSI accompanying the financial statements.

Other Services:

- Assist in calculating depreciation expense by inputting new capital asset purchases and dispositions from a list provided by the city.

2. Supplementary Information:

- Combining statements, individual statements, and schedules.
- Budget analysis schedules of Hotel/Motel and Confiscated Assets.
- Schedules of Special Purpose Local Option Sales Tax (SPLOST).
- Schedules of Grants.

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3. Audit Procedures - General:

- Examine, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management.
- Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

4. Internal Control:

- Obtain an understanding of the government and its environment, including internal control sufficient to assess the risks of material misstatement.
- Communicate to management and those charged with governance any internal control-related matters required under AICPA professional standards and Government Auditing Standards.

5. Compliance:

- Perform tests of compliance with provisions of applicable laws, regulations, contracts, and grants.
- Provide a report on internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements.

6. Other Services:

- Assist in calculating depreciation expense by inputting new capital asset purchases and dispositions from a list provided by the city.
- Assist in completing annual Report of Local Government Finance.

Proposal Requirements

- Firm's qualifications and experience.
- Proposed audit approach and methodology.
- Names and qualifications of key personnel assigned to the audit.
- Fee structure and estimated total cost.

Evaluation Criteria

- Firm's experience and qualifications.
- Understanding of the scope of work.
- Audit approach and methodology.
- Fee structure.

Additional Information

- The audit documentation is the property of the auditing firm and will be retained for a minimum of five years.
- The City of Pelham reserves the right to request additional information or clarification from proposers.
- The City of Pelham reserves the right to reject any or all proposals.

Submission Instructions

Proposals must be submitted in a sealed envelope, clearly marked "Proposal for Auditing Services," and delivered to the address provided. Late submissions will not be accepted.

We appreciate your interest in providing auditing services to the City of Pelham, Georgia. If you have any questions or require additional information, please contact Christian Drake at citymanager@cityofpelhamga.com.

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