TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS -- AUDITORS

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional auditing services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

Indicate below the services you or your firm propose to perform:

_____ Township Auditor

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites.)

_____ For Township Auditor, the primary auditor assigned to the Township must have a minimum of ten (10) years experience performing audits of municipal governments in New Jersey similar in size and complexity to the Township of Medford (or greater size/complexity).

_____ The primary auditor assigned to perform work on behalf of the Township of Medford must be a Registered Municipal Accountant.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ The primary auditor assigned to perform work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Professional fees shall be comparable to the rates charged by auditing firms performing services for similarly sized/ similarly complex municipalities and/or municipal authorities within the Burlington County region for the respective type of audit.

III. Specific Requirements or Duties:

Township Auditor:

1. Audit all accounts and financial transactions for the Township for Fiscal Year 2026.

2. Demonstrate knowledge of generally accepted accounting standards, generally accepted governmental auditing standards, OMB circular requirements for federal and State single audits, NJ Local Budget Law, NJ Local Fiscal Affairs Law and applicable rules and regulations of the NJ Department of Community Affairs, Division of Local Governmental Services/ LFB.

3. Demonstrate knowledge of governmental accounting principles for proprietary/enterprise funds (Water & Sewer Utilities, Open Space, Solid Waste utility), capital project/ debt service funds, grant funds, fiduciary/trust funds, inter-governmental funds and special revenue funds.

4. Sample and test accounting procedures and financial records of the Township and utilize other procedures as may be necessary to gauge the strength of the Township's fiscal controls to enable the auditor to express an unqualified opinion that the financial statements are fairly presented in all material respects in accordance with the aforementioned law and accounting principles.

5. If an opinion is other than unqualified, the auditor must be able to fully discuss the reasons for the deficiencies with the Township prior to finalizing an audit and recommend changes to fiscal procedures or a plan of correction.

6. Ability to recommend improvements to the Township's financial management practices and to test documentary evidence supporting recorded transactions in the accounts which may include direct confirmation of receivables and verification of certain other assets and liabilities.

7. Advise the Township about appropriate accounting principles and their application in the preparation of financial statements for the Township.

8. Ability to assess fraud detection, financial records being maintained in un-auditable condition, and such other municipal auditing work as may be requested by the Township.

9. Assist in the preparation of the Township's Annual Financial Statement.

10. Prepare the Township's Annual Audit and if required, a Single Audit.

11. Assist with the preparation of Municipal Budget as requested.

12. Provide review or feedback to the MCFO on the Annual Debt Statement, Supplemental Debt Statement and funding ordinances, as requested.

13. The performance of such other duties as may be required by State statutes, Township Ordinances, or administrative rules and regulations.