

# Request for Quote for School District Audit Services

Bourbon County Board of Education  
3343 Lexington Road  
Paris, Kentucky 40361

## Quote Invitation

### Audit Requirements

1. The quote is for the selection of purchased services to perform an audit of the financial records of the Bourbon County Board of Education (Board). A Certified Public Accountant (CPA) or a Public Accountant registered with the State Board of Accountancy, selected from the *Register of Kentucky Accountancy*, and approved by the State Committee for School District Audits (SCSDA) shall perform the audit. The audit is to be conducted according to standards established by the SCSDA.
2. The audit shall cover **ALL** accounts of the board of education including activity funds at all schools and bank accounts in the name of the district finance corporation.
3. The audit shall cover the entire fiscal year ended June 30, 2025.
4. The audit shall be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of *Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, and the audit requirements prescribed by the Kentucky State Committee for School District Audits (SCSDA) in *Appendix I of the Independent Auditor's Contract – General Audit Requirements*, *Appendix II of the Independent Auditor's Contract – State Audit Requirements*, and *Appendix III of the Independent Auditor's Contract – Electronic Submission*.
5. The audit report shall be submitted electronically in any of the following formats; Text documents shall be submitted in Microsoft Word and /or Adobe Acrobat (PDF) format, spreadsheet documents are to be submitted in Microsoft Excel, and /or Adobe Acrobat (PDF) format along with one (1) paper copy, with the Auditor's signature, to the Division of School Finance, KDE, no later than November 15, 2025. The audit report will not be considered filed timely unless the Division of School Finance has received the electronic copy and the hard copy.
6. One (1) copy of the audit report, along with the Data Collection Form, shall be submitted by the District, directly to the Single Audit Clearinghouse, as prescribed in OMB Circular No. A-133.
7. The provider of purchased audit services (Accountant) shall render an opinion on the financial statements for fiscal year 2024-2025. The contract may be renewed annually for two additional one-year audit periods.
8. Each quote shall include as references the names of three Kentucky school districts for which the Accountant has performed audits within the last four (4) years.
9. Each quote shall certify the number of individuals that will be committed to this audit. There are at least seven sites within the county at which financial records are kept and the

Accountant will be expected to audit on-site at each location unless other arrangements are agreed upon by both parties.

10. Accountant shall address the audit report and written comments to the Bourbon County Board of Education and to the State Committee for School District Audits (SCSDA).
11. Audit reports are due to the Division of School Finance, Kentucky Department of Education, by close of business on **November 15, 2025**. Requests for an extension, fully describing the reasons for the request, must reach the Division School of Finance, Kentucky Department of Education by October 1, 2025.
12. Contract will be valid for 2 years with the option to extend for up to 2 additional years with both parties agreeing to terms.
13. Other terms of service are addressed in the **INDEPENDENT AUDITOR'S CONTRACT and Appendix I,II and III.**

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## Procedure

1. Quotes, subject to the specifications and terms herein, must be delivered to Andrea Kiser at the Board of Education Office located at 3343 Lexington Road on or before 3:00 P.M. local time on Thursday, March 14, 2025. The successful quote will be given at the regular meeting of the Board on March 20, 2025, and subsequently submitted to the State Committee for School District Audits (SCSDA) for approval.
2. Any quote received after the announced time and date of the closing, will not be considered. All quotes should be sealed in a plain envelope clearly marked: "Auditors Quote Enclosed".
3. The audit services required by the district are stated in this quote document. A duly authorized representative should sign the quote on behalf of the Accountant.
4. The Board of Education shall make a decision regarding the awarding of the contract or quote. The Board reserves the right to reject any and all quotes.
5. After the Board makes a decision regarding the awarding of the contract or quote, the application and contract forms shall be submitted to the State Committee for School District Audits (SCSDA) for contract approval. No valid contract exists with the Accountant until approval is given by the SCSDA.
6. Notification of SCSDA approval will be forwarded to the Accountant after it is received by school district officials. SCSDA approval is expected early in June.

## Information about the Bourbon County Schools

The Bourbon County Schools consists of a preschool head start, three elementary schools, a middle school, and a high school. The Activity Fund cash balance for the high school as of June 30, 2024 was \$284,517 General Fund revenues for FY 24 totaled \$26,468,311 and the June 30, 2024 unreserved fund balance was \$5,331,992 Special Revenue Funds totaled \$7,660,652 in FY 24, of which \$5,987,062 was in federal financial assistance.

## Quote for School District Audit Services

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Quote

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Accountant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

The quote for the Bourbon County Board of Education audit for FY 2024-2025 is as follows:

Fund 1 (General Fund) ..... \$ \_\_\_\_\_

Fund 2 (Special Revenue) ..... State Grants Only ..... \$ \_\_\_\_\_

... Federal & Local Grants .... \_\_\_\_\_

Fund 2 Total ..... \_\_\_\_\_

Fund 21 (District Activity) ..... \_\_\_\_\_

Fund 310 (Capital Outlay) ..... \_\_\_\_\_

Fund 320 (Building Fund) ..... \_\_\_\_\_

Fund 360 (Construction Fund) ..... \_\_\_\_\_

Fund 51 (Food Service Fund) ..... \_\_\_\_\_

High School Activity Funds ..... \_\_\_\_\_

Elementary/ Middle School Activity Funds ..... \_\_\_\_\_

Other Funds ..... \_\_\_\_\_

Total Quote for Audit ..... \$ \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone #: \_\_\_\_\_

References of three Kentucky school districts for which the Accountant has performed audits in the last four (4) years:

1) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Contact person: \_\_\_\_\_

2) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Contact person: \_\_\_\_\_

3) Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Contact person: \_\_\_\_\_

Individuals to be committed to this audit:

	Number	Est. Hours
Audit Partner – Name: _____	_____	_____
Senior Staff Accountant or Manager .....	_____	_____
Staff Accountant(s): .....	_____	_____

Authorized Signature:

Submitted \_\_\_\_\_, 2025 by: \_\_\_\_\_

For (Accountant): \_\_\_\_\_

