

Request for Proposals
 FY2015-16 Berkeley County Council Audit/Review Services
 RFP #16-108

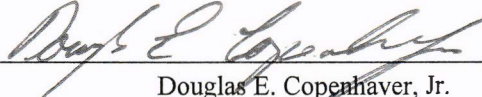
As of August 23, 2016, the Berkeley County Council is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, which is incorporated into the Request for Proposal by reference. The audit proposal and cost must be received by 4:00 PM, Wednesday, September 14, 2016. Audit proposals will be opened by the County Council at 10:10 AM on Thursday, September 15, 2016.

Entity name & address.	Berkeley County Council 400 West Stephen Street, Suite 201 Martinsburg, WV, 25401
Contact person and telephone number.	Alan J. Davis – County Administrator 304-267-5102
Location and telephone number of the office where the accounting records are maintained, if different from the above.	Berkeley County Finance Office 400 W. Stephen Street Martinsburg, WV, 25401 304-264-1924
Audit year(s) to be contracted.	Fiscal Year ending June 30, 2016.
Type of Audit Use Code.	B-Financial and Compliance Audit performed in accordance with <i>Governmental Auditing Standards</i> issued by the U.S. Comptroller General
Date the audit needs to be completed.	February 1, 2017.
Financial statements and accounting records will be ready for audit on.	October 1, 2016.
Approximate date we would like the audit to be scheduled.	November 1, 2016.
The primary type(s) of service(s) provided to our citizens.	Berkeley County Council provides a variety of typical government services to the citizens of Berkeley County.
The total number of bank accounts maintained.	Thirty-Nine (39) Active Accounts. See attached list with the June 30, 2016 balance for each account.
The name of each fund maintained, type of fund, and the approximate amount of revenue for each fund.	A copy of the Berkeley County June 30, 2016 Settlement Sheet provided by the Tax Office is available upon request.
Form of accounting records	Computerized and maintained by the Berkeley County Finance Department located at 400 W. Stephen Street, Suite, Martinsburg, WV, 25401. (304) 264-1924

We have the following number of employees.	Full-Time: 279 Part-Time: 76
We have the following approximate number of invoices paid per year.	9,561 invoices paid through the issuance of 1,766 checks. There were also 7,173 direct deposit stubs issued.
Our employees participate in the following pension plans:	Deputy Sheriff's Retirement System (DSRS) Public Employee Retirement System (PERS)
We entered into the following material debt agreements that were not applicable in the previous year:	➤ 2005 Series Lease Revenue Bonds with a par value of \$8,060,000 and 2009 Series Lease Revenue bonds with a par value of \$1,280,000 were refinanced into the new 2015 Series Lease Revenue bond. The refinancing produced approximately \$1,522,601 in savings.
We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity.	10 copies Alan J. Davis County Administrator

We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.

Berkeley County Council

By: 
Douglas E. Copenhaver, Jr.

Title: County Council President

Date: 08-25-2014

SCHEDULE OF FEDERAL AWARDS

Entity Name Berkeley County Council

Name of Contact Person Marsha L. Kelley

Phone Number 304-264-1924

Program Name	CFDA #	D- Direct Pass- Through	P- ARRA -Yes or No	Amount of Federal Expenditures
U.S. Department of Homeland Security:				
WV State Homeland Security	97.067	P	no	\$ 48,500
WV State Homeland Security	97.067	P	no	\$100,000.00
Emergency Management Performance Grant	97.420	P	no	\$ 46,397
U.S. Department of Justice:				
Drug & Violent Crime Task Force	16.579	D	no	\$ 13,001
US Marshals Service	N/A/	D	no	\$ 3,346
State Criminal Alien Assistance Program	16.606	P	no	\$ 1,112
U.S. Election Assistance Commission:				
WV Secretary of State: Help America Vote Act	90.401	P	no	\$ 10,171
Office of National Drug Control Policy:				
Washington/Baltimore High Intensity Drug Trafficking	95.001	P	no	\$ 54,953
Organized Crime Drug Enforcement Task Force		D	no	\$ 6,028
Total				\$ 283,508

CID Use Only	
Reviewed by _____	Date _____
Date posted to database _____	Posted by _____

COPY SHEET AS NEEDED

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 1

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
	FUND 001 TOTALS	4862721.50	769074.06	1868050.41-	3763745.15
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	229459.44	43.36	20393.04-	209109.76
FUND - 003	DOG & KENNEL				
	FUND 003 TOTALS	28906.87	720.51	333.40-	29293.98
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	50044.87	38428.94	50044.87-	38428.94
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	9081.75	7135.00	9081.75-	7135.00
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	50.02	146.02	50.02-	146.02
FUND - 007	EMERGENCY SERVICES				
	FUND 007 TOTALS	99896.99	18.89	.00	99915.88
FUND - 008	HOME CONFINEMENT				
	FUND 008 TOTALS	4601.62	9379.86	7935.66-	6045.82
FUND - 009	FEDERAL GRANTS				
	FUND 009 TOTALS	161090.14	30.45	.00	161120.59
FUND - 016	FIDUCIARY FUND				
	FUND 016 TOTALS	50150.00	6134.15	8121.25-	48162.90
FUND - 019	911 FEE FUND				
	FUND 019 TOTALS	125014.56	391543.19	237677.56-	278880.19
FUND - 020	PROJECT LIFESAVER				
	FUND 020 TOTALS	2203.28	.00	.00	2203.28

RECEIVED
2016 JUL 11 PM 2:34
SHERBORN COUNTY COUNCIL

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 2

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 021	GRADING TRUST				
	FUND 021 TOTALS	210989.00	9701.89	.00	220690.89
FUND - 022	DRUG PREVENTION SPE				
	FUND 022 TOTALS	6500.00	.00	.00	6500.00
FUND - 023	EQUINE PROTECTION				
	FUND 023 TOTALS	2547.83	.48	.00	2548.31
FUND - 024	ENGINEERING FEES				
	FUND 024 TOTALS	281736.00	1228.44	.00	282964.44
FUND - 025	GYPSY MOTH FUND				
	FUND 025 TOTALS	.00	.00	.00	.00
FUND - 037	ENHANCED 911 EQUIPME				
	FUND 037 TOTALS	85371.52	9488.64	30511.24-	64348.92
FUND - 038	SAFE & CLEAN AGENCY				
	FUND 038 TOTALS	.00	.00	.00	.00
FUND - 053	PLANNING COMM TRUST				
	FUND 053 TOTALS	587427.39	.00	.00	587427.39
FUND - 055	FIRE DEPT EQUIP FUND				
	FUND 055 TOTALS	1492.78	.00	.00	1492.78
FUND - 056	ASSESSORS VALUATION				
	FUND 056 TOTALS	494905.25	90.36	80516.09-	414479.52
FUND - 058	THE RAINY DAY FUND				
	FUND 058 TOTALS	3030883.81	1245.57	.00	3032129.38
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	240036.49	6392.87	36405.00-	210024.36

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 3

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 063	VOTERS REGISTRATION				
	FUND 063 TOTALS	5159.08	93.15	.00	5252.23
FUND - 073	FORFEITURE				
	FUND 073 TOTALS	36000.63	336.87	33.00-	36304.50
FUND - 074	PROSECUTORS TRAINING				
	FUND 074 TOTALS	58906.20	179.22	710.98-	58374.44
FUND - 095	JURY AND WITNESS				
	FUND 095 TOTALS	63387.29-	.00	18471.28-	81858.57-
FUND - 100	COPS UNIVERSAL HIRIN				
	FUND 100 TOTALS	402.50	.00	.00	402.50
FUND - 101	TASK FORCE REIMBURSE				
	FUND 101 TOTALS	102084.27	245.60	.00	102329.87
FUND - 102	HOMELAND SECURITY				
	FUND 102 TOTALS	.00	.00	.00	.00
FUND - 108	LAW ENF HOMELAND SEC				
	FUND 108 TOTALS	.00	.00	.00	.00
FUND - 118	HAVA/ADA GRANT FUND				
	FUND 118 TOTALS	11325.91	.00	8024.00-	3301.91
FUND - 120	FEMA HAZARD				
	FUND 120 TOTALS	.00	.00	.00	.00
FUND - 158	DEPUTY RESERVE GRANT				
	FUND 158 TOTALS	.00	.00	.00	.00
FUND - 160	PARK & REC 2000				
	FUND 160 TOTALS	.00	.00	.00	.00

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 4

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 161	ANIMAL CONTROL FACIL				
	FUND 161 TOTALS	4632.40	.00	.00	4632.40
FUND - 166	COURT SECURITY GRANT				
	FUND 166 TOTALS	.00	.00	.00	.00
FUND - 167	HABITAT HUMANITY				
	FUND 167 TOTALS	.00	.00	.00	.00
FUND - 172	HMEP GRANT FUND 172				
	FUND 172 TOTALS	3015.04	75171.00	.00	78186.04
FUND - 177	RECORDS MANAGEMENT				
	FUND 177 TOTALS	.00	.00	.00	.00
FUND - 200	WV COMM FOUNDATION				
	FUND 200 TOTALS	1062.33	.00	.00	1062.33
FUND - 201	WASTE MANAGEMENT GRA				
	FUND 201 TOTALS	5000.00	.00	.00	5000.00
FUND - 281	BC OPEB PENSION FUND				
	FUND 281 TOTALS	312496.85	79.62	.00	312576.47
FUND - 312	CRIMINAL				
	FUND 312 TOTALS	.00	2121.57	2121.57-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	530.00	530.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	331.00	331.00-	.00
FUND - 315	STATE POLICE FEE				
	FUND 315 TOTALS	.00	2665.00	2665.00-	.00

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 5

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	4495.00	4495.00-	.00
FUND - 364	SURPLUS TAX LIEN				
	FUND 364 TOTALS	740690.17	4802.77	23537.27-	721955.67
FUND - 365	FORFEITED & NONENTER				
	FUND 365 TOTALS	256419.02	.00	22149.55-	234269.47
FUND - 366	HEALTH DEPARTMENT				
	FUND 366 TOTALS	1500516.89	139156.51	123675.68-	1515997.72
FUND - 369	WV DEPUTY RETIREMENT				
	FUND 369 TOTALS	1413.89	1644.28	1628.00-	1430.17
FUND - 371	HEALTH INSURANCE				
	FUND 371 TOTALS	146837.75	129236.61	213601.58-	62472.78
FUND - 373	SCHOOL CURRENT				
	FUND 373 TOTALS	.00	348851.14	348851.14-	.00
FUND - 374	SCHOOL EXCESS				
	FUND 374 TOTALS	.00	409148.35	409148.35-	.00
FUND - 375	STATE SCHOOL BOND				
	FUND 375 TOTALS	.00	102689.69	102689.69-	.00
FUND - 378	HEDGESVILLE				
	FUND 378 TOTALS	.00	33.81	33.81-	.00
FUND - 380	MARTINSBURG CURRENT				
	FUND 380 TOTALS	.00	63908.47	63908.47-	.00
FUND - 381	MARTINSBURG EXCESS				
	FUND 381 TOTALS	.00	27920.15	27920.15-	.00

DATE: 7/11/16
TIME: 12:34:45

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2016

PROG: SA058B

PAGE: 6

ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 382	TIF FUND				
	FUND 382 TOTALS	.00	9321.06	9321.06-	.00
FUND - 402	TAX ACCOUNT				
	FUND 402 TOTALS	.00	.00	.00	.00
	FINAL TOTALS	13687686.75	2573763.55	3732966.87-	12528483.43
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:		.00		
	ORDERS/DEBITS OUTSTANDING:		.00		
	DEPOSITS/CREDITS OUTSTANDING:		.00		
	NET BANK BALANCE		.00		
	TOTAL IN COUNTY DEPOSITORIES AND OFFICES:		.00		

I, _____, Sheriff of _____ County, West Virginia,
do hereby certify that the foregoing is a true and correct statement of the finances of
_____ County, for the month ending _____ showing the balance on
hand at the beginning of the month, the amount received, the amount distributed and the
remaining in the Treasury and County Depositories; to the Best of my abilities and knowledge.
Given under my hand this ___ day of _____

_____ Sheriff of _____ County