

Request for Proposals
 FY2016-17 Berkeley County Council Audit/Review Services
 RFP #17-208

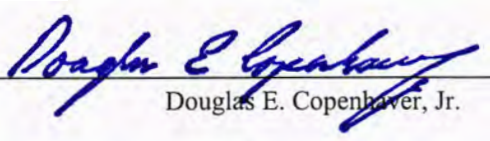
As of August 22, 2017, the Berkeley County Council is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting 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 20, 2017. Audit proposals will be opened by the County Council at 10:30 AM on Thursday, September 21, 2017.

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, 2017
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, 2018.
Financial statements and accounting records will be ready for audit on.	October 1, 2017.
Approximate date we would like the audit to be scheduled.	November 1, 2017.
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.	Forty-Two (42) 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, 2017 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, Martinsburg, WV, 25401. (304) 264-1924

As of June 30, 2017 we had the following number of employees.	Full-Time: 299 Part-Time: 39
For the period July 1, 2016-June 30, 2017 we had following approximate number of invoices paid.	Approximately 9,700 invoices paid through the issuance of 1,800 checks. There were also approximately 7,800 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:	➤ 2006A Series Lease Revenue Bonds with June 30, 2016 balance of \$4,320,000 were refinanced into the new 2017 Series Lease Revenue bond with a June 30, 2017 balance of \$4,210,000.
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: _____

DATE: 7/18/17
TIME: 9:01:07

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2017

PROG: SA058B

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
	FUND 001 TOTALS	4931175.60	917783.16	2766938.08-	3082020.68
FUND - 002	COAL SEVERANCE				
	FUND 002 TOTALS	224248.63	76.19	.00	224324.82
FUND - 003	DOG & KENNEL				
	FUND 003 TOTALS	53631.89	8276.23	1291.44-	60616.68
FUND - 004	GENERAL SCHOOL				
	FUND 004 TOTALS	44595.27	38000.99	44595.27-	38000.99
FUND - 005	MAGISTRATE COURT				
	FUND 005 TOTALS	5555.05	10.00	5555.05-	10.00
FUND - 006	WORTHLESS CHECK				
	FUND 006 TOTALS	.02	.00	.00	.02
FUND - 007	EMERGENCY SERVICES				
	FUND 007 TOTALS	109647.04	487.36	.00	110134.40
FUND - 008	HOME CONFINEMENT				
	FUND 008 TOTALS	30170.53	8891.64	3066.23-	35995.94
FUND - 009	FEDERAL GRANTS				
	FUND 009 TOTALS	165779.12	15060.26	.00	180839.38
FUND - 016	FIDUCIARY FUND				
	FUND 016 TOTALS	104216.00	5918.02	1508.83-	108625.19
FUND - 019	911 FEE FUND				
	FUND 019 TOTALS	283926.54	380431.91	152776.27-	511582.18
FUND - 020	PROJECT LIFESAVER				
	FUND 020 TOTALS	2523.28	.00	.00	2523.28

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 021	GRADING TRUST				
	FUND 021 TOTALS	88685.00	.00	.00	88685.00
FUND - 022	DRUG PREVENTION SPE				
	FUND 022 TOTALS	6500.00	.00	.00	6500.00
FUND - 023	EQUINE PROTECTION				
	FUND 023 TOTALS	1052.02	.36	.00	1052.38
FUND - 024	ENGINEERING FEES				
	FUND 024 TOTALS	377039.18	38880.28	.00	415919.46
FUND - 025	GYPSY MOTH FUND				
	FUND 025 TOTALS	.00	.00	.00	.00
FUND - 037	ENHANCED 911 EQUIPME				
	FUND 037 TOTALS	27152.18	9312.23	2071.37-	34393.04
FUND - 038	SAFE & CLEAN AGENCY				
	FUND 038 TOTALS	.00	.00	.00	.00
FUND - 053	PLANNING COMM TRUST				
	FUND 053 TOTALS	479843.01	.00	.00	479843.01
FUND - 055	FIRE DEPT EQUIP FUND				
	FUND 055 TOTALS	1492.78	.00	.00	1492.78
FUND - 056	ASSESSORS VALUATION				
	FUND 056 TOTALS	545123.35	176.91	85491.32-	459808.94
FUND - 058	THE RAINY DAY FUND				
	FUND 058 TOTALS	3542962.61	1203.63	.00	3544166.24
FUND - 059	CONCEALED WEAPONS				
	FUND 059 TOTALS	216352.57	6038.98	1250.00-	221141.55

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 063	VOTERS REGISTRATION				
	FUND 063 TOTALS	6163.97	2.10	.00	6166.07
FUND - 073	FORFEITURE				
	FUND 073 TOTALS	52608.14	17.88	.00	52626.02
FUND - 074	PROSECUTORS TRAINING				
	FUND 074 TOTALS	63337.17	21.52	.00	63358.69
FUND - 095	JURY AND WITNESS				
	FUND 095 TOTALS	59950.83-	.00	15976.12-	75926.95-
FUND - 100	COPS UNIVERSAL HIRIN				
	FUND 100 TOTALS	402.50	.00	.00	402.50
FUND - 101	TASK FORCE REIMBURSE				
	FUND 101 TOTALS	76376.58	5911.18	1084.95-	81202.81
FUND - 102	HOMELAND SECURITY				
	FUND 102 TOTALS	.00	.00	.00	.00
FUND - 108	LAW ENF HOMELAND SEC				
	FUND 108 TOTALS	26876.00	.00	26876.00-	.00
FUND - 109	HOMELAND SEC DIVE T				
	FUND 109 TOTALS	7130.31	.00	.00	7130.31
FUND - 118	HAVA/ADA GRANT FUND				
	FUND 118 TOTALS	2.14	.00	.00	2.14
FUND - 120	FEMA HAZARD				
	FUND 120 TOTALS	.00	.00	.00	.00
FUND - 158	DEPUTY RESERVE GRANT				
	FUND 158 TOTALS	.00	.00	.00	.00

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 160	PARK & REC 2000				
	FUND 160 TOTALS	.00	.00	.00	.00
FUND - 161	ANIMAL CONTROL FACIL				
	FUND 161 TOTALS	4632.40	.00	.00	4632.40
FUND - 166	COURT SECURITY GRANT				
	FUND 166 TOTALS	9034.29	.00	.00	9034.29
FUND - 167	HABITAT HUMANITY				
	FUND 167 TOTALS	.00	.00	.00	.00
FUND - 171	SOLID WASTE AUTH GCP				
000- - -	SOLID WASTE AUTHORITY GCP	.00	.00	.00	.00
	FUND 171 TOTALS	.00	.00	.00	.00
FUND - 172	HMEP GRANT FUND 172				
	FUND 172 TOTALS	3224.01	.00	.00	3224.01
FUND - 177	RECORDS MANAGEMENT				
	FUND 177 TOTALS	5762.00	.00	.00	5762.00
FUND - 200	EW/VCF GRANT FUND				
	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	313595.13	106.54	.00	313701.67
FUND - 312	CRIMINAL				
	FUND 312 TOTALS	.00	1898.77	1898.77-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	100.00	100.00-	.00

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	50.00	50.00-	.00
FUND - 315	STATE POLICE FEE				
	FUND 315 TOTALS	.00	3000.00	3000.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	3564.81	3564.81-	.00
FUND - 364	SURPLUS TAX LIEN				
	FUND 364 TOTALS	699696.36	13835.20	46195.73-	667335.83
FUND - 365	FORFEITED & NONENTER				
	FUND 365 TOTALS	147183.57	.00	24430.71-	122752.86
FUND - 366	HEALTH DEPARTMENT				
	FUND 366 TOTALS	1662636.45	128420.77	109894.29-	1681162.93
FUND - 369	WV DEPUTY RETIREMENT				
	FUND 369 TOTALS	1360.22	2148.16	2135.00-	1373.38
FUND - 371	HEALTH INSURANCE				
	FUND 371 TOTALS	251898.58	190217.54	207248.90-	234867.22
FUND - 373	SCHOOL CURRENT				
	FUND 373 TOTALS	.00	284702.14	284702.14-	.00
FUND - 374	SCHOOL EXCESS				
	FUND 374 TOTALS	.00	329966.68	329966.68-	.00
FUND - 375	STATE SCHOOL BOND				
	FUND 375 TOTALS	.00	59057.00	59057.00-	.00
FUND - 378	HEDGESVILLE				
	FUND 378 TOTALS	.00	71.55	71.55-	.00

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 380	MARTINSBURG CURRENT				
	FUND 380 TOTALS	.00	34684.75	34684.75-	.00
FUND - 381	MARTINSBURG EXCESS				
	FUND 381 TOTALS	.00	14568.72	14568.72-	.00
FUND - 382	TIF FUND				
	FUND 382 TOTALS	.00	.00	.00	.00
FUND - 402	TAX ACCOUNT				
	FUND 402 TOTALS	.00	.00	.00	.00
	FINAL TOTALS	14519702.99	2502893.46	4230049.98-	12792546.47
	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