

Request for Proposals  
 FY2014-15 Jefferson County Historic Landmarks Commission  
 Audit/Review Services  
 RFP #15-137

As of November 9, 2015 the Jefferson County Historic Landmarks Commission 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 NOON, Monday, November 23, 2015. Audit proposals will be opened by the Jefferson County Commission's Audit Committee at 10:00AM on Wednesday, November 25, 2015 in the County Commission meeting room in the basement of the Old Charles Town Library. Electronic proposals will be accepted and should be sent to [sgrove@jeffersoncountywv.org](mailto:sgrove@jeffersoncountywv.org)

Entity name & address	Jefferson County Historic Landmarks Commission PO Box 250 124 East Washington St. Charles Town, WV 25414
Contact person and telephone number	Stephanie Grove-County Administrator (304) 728-3284
Location and telephone number of the office where the accounting records are maintained, if different from the above	Same as above
Audit year(s) to be contracted	Fiscal Year ending June 30, 2015.
Type of Audit Use Code	A-Single Audit in accordance with OMB Circular A-133
Date the audit needs to be completed	March 24, 2016
Financial statements and accounting records will be ready for audit on	Immediately
Approximate Date we would like the audit scheduled	January 18 , 2015
The separate legal organizations (i.e. component units) we would like audited with our entity	None. Historic Landmarks is a component unit of the Jefferson County Commission
The primary type(s) of service(s) provided to our citizens	Historic Landmarks identifies and strives to preserve properties and sites of historic significance in Jefferson County.
The total number of bank accounts maintained.	One
The name of each fund maintained, type of fund, and the approximate amount of revenue for each fund	General Fund. A copy of the draft Fiscal Year 2015 Income and Expense Summary is attached.

Form of accounting records	Paper
We have the following number of employees	0
We participated in the following State and Federal Grant Programs	Historic Landmarks participated in 2 federal grant programs and one state grant program
We have the following approximate number of invoices paid per year	100-150
Our employees participate in the following pension plans:	Historic Landmarks does not have any employees
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
	Stephanie Grove 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*.

Jefferson County  
Historic Landmarks

By: Stephanie F. Grove  
Stephanie F. Grove

Title: County Administrator

Date: 11 / 09 / 15

**FY-15 Income & Expense Summary**  
**Jefferson County Historic Landmarks Commission**  
 July 1, 2014 to June 30, 2015

<b>Revenue</b>	
JC County Commission	17,924.54
WV Fairs & Festivals Grant	6,601.00
Civil War Trust, Cornfeld House Demo	7,500.00
PBF Bread Bakers	2,518.50
PVAS	200.00
Jeff. Co. Hist. Society, Geo Explorer Grant	500.00
Dept. of Interior, ABPP Grants	1,423,855.50
Donation	150.00
Eastern WV Comm. Foundation, Grant	500.00
<b>Total</b>	<b>\$1,459,749.54</b>
<b>Expenses</b>	
Insurance	2,662.00
Improvements PBF	2,309.72
Programming PBF	1,300.00
Utilities PBF	2,066.45
Security PBF	384.00
Maintenance PBF	4,348.11
House Demolition, SB	6,688.55
Maintenance SB	3,649.58
Maintenance SH	1,791.25
WV GeoExplorer Project	3,011.17
Website	280.00
Supplies/Printing/Archiving	848.55
Post Office Box	62.00
West Virginia Auditor	0
Bank Fees	40.00
Civil War Trust, ABPP Grant pass through	1,423,855.50
National Trust Membership	250.00
<b>Total</b>	<b>\$1,453,546.88</b>

**Balance Sheet FY – 2015**  
Jefferson County Historic Landmarks Commission  
June 30, 2015

**Assets**

Current

Cash	\$16,405.14
Accounts Receivable	0
Inventory	0

Non-Current

Property, Plant, Equipment	0
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Total Current & Non-Current Assets \$16,405.14

**Liabilities**

Accounts payable	0
Notes	0

Equity \$16,405.14

Total Equity and liabilities \$16,405.14