



Nash County Finance Department
120 W. Washington Street, Suite 3072, Nashville, NC 27856

**Nash County's Request for Proposal (RFP)
To Provide Audit Services
RFP #2026-006-02-4130**

Proposals Due: Thursday, March 26, 2026 by 3:00 pm

Nash County Contact information:

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Title: Finance Officer, Nash County
Address: 120 W. Washington Street, Suite 3072
Nashville, NC 27856
Phone: 252-459-9802
Email: Nikki.stanton@nashcountync.gov

Request for Proposal

The Board of Commissioners of Nash County, North Carolina (hereinafter called the "County") invites qualified independent auditors (hereinafter called "auditor") having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the County to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the County. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Nash County, North Carolina.

Type of Audit

1. The audit will encompass a financial and compliance examination of the unit's Annual Comprehensive Financial Report (ACFR) in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; Government Auditing Standards, July 2018 revisions; the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the State Single Audit Implementation Act; and all other applicable laws and regulations.

2. The scope of the audit and all fee quotes presented should include all approved and known pronouncements through the date of proposal submission. This includes, but is not limited to, the Governmental Accounting Standards Board (GASB) statements and Government Auditing Standards. Although some pronouncements will not be in effect until after the first year of the audit, estimates for future years should include pronouncements that will become effective during that contract period. The audit firm will be expected to advise appropriate County staff on the applicability of accounting and reporting standards as they become effective.

3. The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, discretely presented component units (as applicable) and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. The auditor shall express an opinion on the budgetary comparison information for the General Fund, annually budgeted major and special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The working papers shall be retained and made available upon request for no less than three years from the date of the Audit report.

4. The audit will also include the following:
 - a. Pre-planning conference with Finance staff where both the auditor and Finance staff discuss their expectations of the audit.
 - b. Interim audit work prior to June 30th and/or prior to final close.
 - c. Attendance at the Board of Commissioners meeting in December for presentation of the financial statements by Manager or Partner of the Audit Staff with comments and potential questions from the Board as requested. The Commissioners meeting is typically held on the 1st of each month at 9:00 am.
5. The audit should encompass all funds and entity-wide activities as reported in the County's Annual Comprehensive Financial Report (ACFR) at June 30, 2026 and any additional funds or entity-wide activities that may be added subsequent to that date.
6. If required, the audit firm will issue a management letter to the Board of Commissioners after completion of the audit and assist management in implementing recommendations, as is practical. County staff also request that an informal letter be addressed to the Finance Director with any efficiency, internal control or accounting improvements that could be made based on the audit staff's observation during their fieldwork. All content must be discussed with the Finance Director prior to issuance. The audit firm is encouraged to discuss the content while the management letter is in draft form to ensure that all parties fully understand the circumstances that lead to auditor comments.
7. The County staff may require the auditor's guidance or input on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as inclusion in the County's financial statements. Guidance may be required for new note disclosures, all outstanding and effective authoritative standards and other reporting requirements at June 30 year-end. Cost for providing these services should be included in the auditor's base fee quote and will not be considered extra for additional billings. In cases, however, where services requested would require a more in-depth scope and require work significantly above the original fee quote, such additional fees must be negotiated prior to commencement of work.

Auditor Requirements

The audit firm is considered to be an independent contractor and will be wholly responsible for the services and the supervision of its own employees and permitted sub-contractors.

A planning meeting will be held each year to determine schedules that the County will be responsible for preparing. Estimated timeframes will be established and interim audit work will be planned. Adequate notification will be given prior to any changes in estimated times.

The County audit engagement must be conducted in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards, 2018 revisions, issued by the Comptroller General of the United States; and if applicable, the U. S. Office of Management and Budget's (OMB) Uniform Guidance and, if applicable, the State Single Audit Implementation Act, and any other applicable procedures for the audit of a local government's financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). By accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in Government Auditing Standards. **The Auditor must provide a copy of their most recent peer review report with their proposal.**

The County Finance Director will prepare an electronic draft Annual Comprehensive Financial Report

(ACFR) by mid-October. The auditor will communicate all recommendations, revisions and suggestions for improvement to the Finance Director. The Finance Director will complete the review of the comments as expeditiously as possible. Once all issues for discussion are resolved and the auditor provides opinions and compliance reports, the Finance Director will deliver the final electronic draft of the ACFR to the auditor. The auditor will complete and submit the necessary Single Audit information to the Federal Audit Clearinghouse on behalf of the County.

Meeting LGC deadlines is a high priority for the County. Therefore, Nash County prefers interim fieldwork be completed in late May or early June, at the latest. **Year-end fieldwork should begin by or before mid-August and be completed by late September.** While many documents can be shared electronically, the County expects that the audit firm staff will be onsite for fieldwork, including manager and partner level staff for at least a portion of the onsite work. An agreed upon post-closing trial balance must exist by September 30. The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

The timing of the draft and review should insure final completion of the Financial Statements by the annual October 31st deadline or no later than the annual grace period of December 1.

The auditor is responsible for completing the required data input sheet and electronically submitting the final Audit report/ ACFR as a text-based PDF file to the State & Local Government Financial Division when (or prior to) submitting the final invoice for audit services rendered to the Commission.

In addition, the audit will include one component unit of Nash County, Nash Tourism Development Authority (TDA). The audit for the Nash Tourism Development Authority should be provided in pdf file format and 20 bound copies.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

Either the manager or partner of the audit staff is required to present and attend the Board of Commissioners' meeting in which the Audit report is presented. Required communications to the Board can be delivered at this point, as well as general comments regarding the audit process and the results of the audit. Finance staff will coordinate this presentation and determine the date and time of the meeting.

Audit Contract: Period & Payment of Audit Fees

The County intends to continue the relationship with the auditor for no less than three (3) years starting with fiscal year ending June 30, 2026. Continuation after the first-year contract will be based on an annual review of the Auditor, recommendation of the department staff, satisfactory negotiation of terms (including price), and availability of an appropriation. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. After the initial three-year period, an annual extension may be granted by the County based on the above-mentioned criteria and Board of Commissioners concurrence for up to two additional years or until a determination is made to request new proposals. The years identified under this RFP are:

July 1, 2025 to June 30, 2026
July 1, 2026 to June 30, 2027
July 1, 2027 to June 30, 2028

The required current revision of the form "Contract to Audit Accounts" (form LGC-205) is required to be executed as the contract document; however, the auditor and the County may also execute an engagement letter and/or a County contract to include additional terms not addressed in the LGC-205. The entire audit contract package must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC prior to payment by the County. Interim or progress billings for services rendered marked approved by the LGC will be paid up to 75% of the total fee prior to submission of the final audited financial statements to the staff of the Local Government Commission. The final 25% of the Audit fees (final invoice) will be paid when the financial statements, single audit (if applicable), management letter and amended contract (if applicable) have been reviewed or approved by the LGC.

The LGC only approves invoices for audit related work. Requests for payment related to any additional agreed upon procedures or AFIR work do not require LGC approval. Final invoices for these services will be paid after the final report results and findings have been reviewed and deemed satisfactory by County staff.

Description of Selection Process

The County requests that no County officials be contacted during this proposal process. Submit questions regarding the RFP in writing via email to nikki.stanton@nashcountync.gov by 5:00 PM Wednesday, March 4, 2026.

Potential respondents should email nikki.stanton@nashcountync.gov to acknowledge receipt of the RFP and to inform the County of its intent to respond. Provide the name, title, address, telephone and email address of the individual who can address inquiries related to this RFP and the respondent's proposal.

Proposals must be submitted in two sections and must be physically signed by an authorized representative of the Audit firm. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The second section will consist of completed cost estimate sheets. The Finance Office staff will evaluate the auditor/firm on educational and technical qualifications, comparable/relevant project experience of the firm or individual(s) involved, availability of qualified staff to conduct the audit, the results of peer and external quality control reviews, responsiveness and completeness of proposal and references. The firm best meeting the County's expectations for the above listed evaluation criteria, audit approach and cost requirements will be selected.

Please keep in mind that cost, while an important factor will not be a sole determining factor. Unusually low bids that are obviously out of line with other bidders or are significantly lower than out current fees will raise concern. The lowest bid will not automatically be awarded preferential consideration.

The County reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the County.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. Firms must be registered with the North Carolina State Board of CPA Examiners.

Section 1 - Profile of the Firm

The first section should address the requested information below. The corresponding responses

should begin with the number below for the requested information.

1. Indicate the Audit firm's North Carolina office location(s) that will handle the audit.
2. Indicate the number of people (by level) located within the Audit firms local office that will handle the audit.
3. Provide a list of the audit firms' local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
4. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
5. Describe your audit organization's participation in AICPA sponsored or comparable quality control programs (peer review). **Provide a copy of the firm's current peer review.**
6. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site.
7. Describe the relevant experience and education with the new GASBS reporting requirements, seminars and courses attended within the past three years. Courses in governmental accounting and auditing should be clearly communicated.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions (e.g., Water/Sewer service functions).
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contracted for a reference.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2018 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.
14. Comment on your knowledge of and relationship with the NC Local Government Commission and the University of North Carolina School of Government in Chapel Hill.
15. Provide information about the firm, if any, that may be relevant to the County's positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises as it relates to the County's procurement of audit services.

Section 2 – Audit Approach and Cost Estimate

Proposals should include completed cost estimate sheets and any other necessary cost information in a separate, sealed envelope marked – “Cost Estimate.” The County will evaluate the qualifications of all firms submitting proposals before considering the Audit Approach and Cost Estimate.

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of automated processes and internal control testing methods
4. Use of computer audit specialists.
5. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
6. Information that will be contained in the management letter.
7. Assistance expected from the government’s staff, if other than outlined in the RFP.
8. Tentative schedule for completing the audit within the specified deadlines of the RFP.
9. Specify costs using the format of the Summary of Audit Cost Estimates Sheet provided with the RFP. The cost for the audit year ending June 30, 2026 is binding. While not technically binding, it is the general expectation that estimates for the second and third years will be honored. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount.
 - A. Audit firm personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours: please categorize estimated hours into the following: on-site interim work, year-end on-site work, and work performed in the auditor’s office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.
 - B. Travel – itemize transportation and other travel costs separately.
 - C. Cost of supplies and materials – itemize.
 - D. Other costs – completely identify and itemize.
 - 1) If applicable, note your method of determining increases in audit costs on a year-to-year basis
10. Please list any other information the firm may wish to provide.
11. Please include the Summary of Audit Costs Sheet with your proposal.

Time Schedule for Awarding the Contract

RFP Release Date	February 20, 2026
Deadline for RFP Questions *	March 4, 2026 by 5:00 pm
Questions to be Answered No Later Than	March 13, 2026 by 5pm
Deadline for Receipt of Proposals **	March 26, 2026 by 3:00 pm Nash County, Finance Department RFP #2026-006-02-4130 Attn: Nikki Stanton, Finance Director 120 W. Washington Street, Suite 3072 Nashville, NC 27856
Board Approval	April 6, 2026

*Any questions should be emailed to Nikki Stanton, Finance Director, at nikki.stanton@nashcountync.gov. The subject line of the email should be – **AUDIT RFP QUESTIONS**. Appointments may be scheduled to discuss further any specific matters necessary in preparing your proposal.

** Proposals can either be submitted electronically (email) to Nikki.stanton@nashcountync.gov with the subject line: “**RESPONSE TO RFP FOR AUDIT SERVICES**” or on paper by March 26, 2026 by 3:00 pm. Envelopes containing proposals on paper should be clearly identified on the front with the words “**RESPONSE TO RFP FOR AUDIT SERVICES**”.

- Please note your email should include two separate pdf attachments for sections 1 and 2
- Envelopes should include Three copies of the bound proposal (clearly separating section 1 and 2) should be delivered to:

Nash County Finance Office
RFP #2026-006-02-4130
Nikki Stanton, Finance Officer
120 W. Washington Street, Suite 3072
Nashville, NC 27856

Nash County reserves the right to request additional information deemed necessary to aide in the selection process.

The evaluation and selection criteria and process contained in this RFP will be used by the Review Committee, consisting of the County Manager, Finance Director and Assistant Finance Director to evaluate the Proposals. The Finance Director plans to report the evaluation outcome to the Board of Commissioners and seek the Nash County Board of Commissioner’s concurrence and authorization to consider entering into an agreement with the selected Prospective Auditing Firm at the April 6, 2026 Commissioners meeting. The County will enter into a contract with the Prospective Auditing Firm that is selected by the Nash County Board of Commissioners.

Description of the Governmental Entity and Its Accounting System

Nash County is a local government in North Carolina with a population of approximately 97,990. The County operates two (2) water systems and each system is maintained in an enterprise fund. The county also maintains an enterprise fund for the solid waste department. The county maintains several other funds as provided in the following list.

The following organizations will be discretely presented component units in the ACFR:

Nash County Tourism Development Authority

Nash County ABC Board

UNC Health Nash (formerly Nash UNC Health Care)

Separate audit reports are issued for each component unit by separate contracts. The Nash County Tourism Development Authority audit engagement should be considered as part this Request for Proposal.

Reference should be made to the most recent ACFR/Audit report for a general overview of the County located on the County's website at <https://nashcountync.gov/DocumentCenter/View/13012/2024-ACFR>

Reference should be made to the most recent Audit report for Nash County Tourism Development Authority located at <https://nashcountync.gov/DocumentCenter/View/13814/2025-TDA>. PDF copies may also be obtained by emailing nikki.stanton@nashcountync.gov.

Funds

Nash County maintains the following funds:

Governmental Funds

General Fund

Tax Revaluation Fund

Economic Development Fund

(20) Special Revenue Funds

(10) Capital Projects Funds

Proprietary Funds

Enterprise Funds

Water & Sewer Fund

Central Nash Water Sewer District

Northern Nash Water Sewer District

Solid Waste Fund

Internal Service Fund

Hospitalization Fund

Workers Comp

Custodial Funds

Municipal Tax Fund

Jail Inmate Fund

Component Units

ABC Board

Nash County Tourism Development Authority

UNC Health Nash (formerly Nash Health Care Systems and Subsidiaries of Nash County)

Grants, Entitlements, and Shared Revenues

A copy of the Schedule of Federal and State Expenditures and a Summary of Auditor's Results showing the major programs for the year ended 2025 can be found in the ACFR located on the County's website.

Budgets

The County budgets all funds on the modified accrual basis of accounting as required by North Carolina General Statutes. All appropriations for annually budgeted funds are made at the departmental level and at the project level for the multi-year funds. The County also maintains an encumbrance system. Both the budgetary and encumbrance systems are integrated with the accounting system to provide comparison with actual expenditures.

Accounting Records

The County maintains all its accounting records at the finance office located at 120 W. Washington Street, Suite 3072, Nashville, NC 27856. All accounting journals and subsidiary ledgers are maintained on Tyler Munis software.

Assistance Available to Auditor

The County will designate an individual that understands the services to be provided in accordance to GAGAS §3.73 (GAGAS 2018 Revision)

The County has designated the Finance Director as the person with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services performed. The County will make available to the auditor sufficient help to pull and re-file records, and prepare necessary confirmations. An electronic version of the trial balance with budgeted amounts will be made available in late August. The following accounting procedures will be completed and documents prepared by the County's staff no later than September 1.

- The books of account will be fully balanced.
- All subsidiary ledgers will be reconciled to control accounts.
- All bank account reconciliations for each month will be completed.

The County's personnel will prepare the following items:

General

1. Working Balance Sheet for each fund.
2. Working Statement of Revenues, Expenditures, and Transfers for each fund.
3. Working Statement of Cash Flows where required.
4. General Ledger transaction detail report for each account.
5. A copy of the original budget, all amendments, and the final budget as of June 30, 2026.
6. A copy of all project ordinances and all amendments for active projects during the audit period.
7. A copy of board policies, including travel and investment policies, debt policies, fund balance policies and purchasing policies.
8. Copies of all signed Board meeting minutes.
9. Copies of all correspondence with the staff of the Local Government Commission, including semiannual Cash and Investment Reports (LGC-203), unit letters, letters regarding the audited financial statements and compliance reports for the previous year.
10. Required supplementary information, e.g., actuarial information for the Law Enforcement Officers' Separation Allowance and Other Postemployment Benefits (OPEB)

Cash and Investments

1. All bank reconciliations for each month, signed and dated by both a preparer and a knowledgeable reviewer.
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year-end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Listing of outstanding receivables by account as of the fiscal year end.
3. Listing of outstanding receivables in detail as of the fiscal year end.
4. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Listing of fixed assets by function and activity with supporting schedule of changes in fixed assets and supporting detail of additions, retirements and transfers.
2. Printout of all capital asset acquisitions made during the audit year and CIP placed in service.
3. Printout of all capital asset dispositions made during the audit year.
4. Printout of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable and accrued accounts payable.
2. Schedule of reserve for encumbrances.
3. Schedule of accrued payroll.
4. Schedule of calculation of health insurance and workman's compensation liabilities.
5. Schedule of retainage payable.

Long-Term Debt

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

Grants

The following will be compiled for each grant:

1. Grant agreement.
2. Grant Budget.
3. Schedule of Expenditures of Federal and State Awards.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.
6. Summary Schedule of Prior Audit findings (if applicable)
7. Corrective action plan for each audit finding that will be presented on the Schedule of Findings and Question Costs on County letterhead (if necessary)

Conversion

1. Entries to convert from fund to government-wide statements
2. Working Statement of Net Position
3. Working Statement of Activities
4. Allocation of depreciation among functional areas
5. Computation of additions and retirements of compensated absences
6. Reconciliation of fund and government-wide statements
7. Worksheet for determination of major funds
8. Worksheet of combining statements for non-major funds

Information About Nash County

Population estimate	97,990
Ad Valorem Tax	
Property Valuation 2021-22	\$ 12,113,172,196
Tax Levy of 2021-22	\$ 76,314,343
Payroll/Personnel	
Full-time Equivalents	698
Payroll Frequencies	Monthly/Bi-Weekly
Water and Sewer	
Estimated number of monthly bills	Currently 4,874
Capital Assets (net of depreciation as of June 30, 2025)	
Governmental Activities	\$ 123,984,714
Business-type Activities	\$ 39,608,239
Nash County Bank Accounts	
Number of bank accounts	5
Number of investment accounts (NCCMT)	3
Number of investment safekeeping accounts	1
Nash County Tourism Development Authority Bank Accounts	
Number of bank accounts	1
Number of investment accounts (NCCMT)	1

Revaluation Year: 2024

NASH COUNTY SUMMARY OF AUDIT COSTS SHEET

	FY26	FY27	FY28
Base Audit – Nash County Includes Personnel costs, travel and on-site work	\$	\$	\$
Component Unit: Audit –Tourism Development Authority	\$	\$	\$
Extra Audit Service \$ _____ per hour	\$	\$	\$
Other (explain) Preparation of AFIR fund data	\$	\$	\$
Other (explain)	\$	\$	\$
TOTAL	\$	\$	\$

FIRM:	Primary Contact:
Address:	Telephone:
	Fax:
	E-mail:
Authorized Signature:	Date:
Title:	

PROPOSAL CERTIFICATION

Proposers

Signature _____ **Date** _____

By Signing above I Certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization.

BY (Printed): _

-

TITLE: _

-

COMPANY:

_ ADDRESS: _____

TELEPHONE: _

-

EMAIL:
