



## REQUEST FOR PROPOSAL (RFP)

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### REQUEST FOR MUNICIPAL AUDIT SERVICES FOR FISCAL YEAR 2025, 2026, 2027

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The Robeson Township Board of Supervisors (the "Township") is requesting proposals for auditing services for the year ended December 31, 2025, 2026 and 2027 for the following entities:

- Robeson Township
- Robeson Township Municipal Authority
- Robeson Township Tax Collector

#### **Background Information**

Robeson Township (the "Township"), Berks County, Pennsylvania, is a Pennsylvania Second-Class Township which operates under a Board of Supervisors form of government. The Township was founded in 1729 and has an approximate population of 7,538, based upon a 2020 census report, living within an area of 36.3 square miles.

The Robeson Township Municipal Authority (the "Authority") is governed by a five-member Board appointed by the Township's Board of Supervisors. The Authority is a legally separate entity, and meets the criteria to be a component unit of the Township. The Authority's primary purpose is to provide sewer utilities to Robeson Township.

The Robeson Township Tax Collector (the "Tax Collector") is elected and collects all taxes levied by the Township in accordance with the provisions of the Local Tax Collection Law, Act of 1945, P.L. 1050, No. 394, as amended.

#### **Robeson Township**

The Township reports on a calendar year basis, which begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>. The Township utilizes QuickBooks to account for financial transactions. A separate QuickBooks company file is maintained for each fund. The Township has the following QuickBooks company files:

- BOS General Fund
- BOS Savings Fund (included in the General Fund for audit purposes)
- State Liquid Fuels Fund
- Park and Recreation Fund
- Sewer Fund
- Township Escrow Fund (included in the General Fund for audit purposes)

Payroll processing is outsourced to a third party (ADP Payroll Services). More detailed information on the Township and its finances can be found by reviewing the 2023 Audit Report and the 2024 Adopted Budget.

#### **Robeson Township Municipal Authority**

The Authority reports on a calendar year basis, which begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>. The Authority utilizes QuickBooks to account for financial transactions.

More detailed information on the Authority and its finances can be found by reviewing the 2023 Audit Report and the 2025 Adopted Budget.

#### **Robeson Township Tax Collector**

The Tax Collector reports on a calendar year basis, which begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>. More detailed information on the Tax Collector and its finances can be found by reviewing the 2025 Audit Report.

#### **Scope of Work**

Any products and services that are not specifically addressed in this RFP, but are necessary to provide functional capabilities proposed by the firm, must be included in the proposal.

The audit is to be conducted in accordance with auditing standards generally accepted in the United States of America.

#### **Robeson Township**

The Township desires the audit firm to audit the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township and the related notes to the financial statements, which collectively comprise the basic financial statements. The auditor is responsible to express an opinion on the financial statements based on their audit.

Following the completion of the audit, the auditor shall:

- Issue a report on the fair presentation of the financial statements included in the Pennsylvania Department of Community and Economic Development's (DCED) prescribed form.
- Issue a report on the fair presentation of the financial statements in accordance with the modified cash basis of accounting.

#### **Robeson Township Municipal Authority**

The Authority desires the audit firm to audit the financial statements of the business-type activities and the related notes to the financial statements, which collectively comprise the basic financial statements. The auditor is responsible to express an opinion on the financial statements based on their audit.

Following the completion of the audit, the auditor shall:

- Issue a report on the fair presentation of the financial statements included in the Pennsylvania Department of Community and Economic Development's (DCED) Annual Report of Municipal Authorities (Form DCED-CLGS-04) prescribed form.

- Issue a report on the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

### **Robeson Township Tax Collector**

The Tax Collector desires the audit firm to audit the statement of cash receipts and disbursements and the related notes to the financial statement. The auditor is responsible to express an opinion on the financial statement based on their audit.

Following the completion of the audit, the auditor shall:

- Issue a report on the fair presentation of the financial statements in accordance with the cash basis of accounting.

### **Additional Services to be Provided at No Additional Cost**

It is expected that the firm retained be available throughout the year for routine questions concerning accounting issues, procedures and new GASB statements.

### **Total All-Inclusive Fixed Price**

The dollar cost proposal shall contain all pricing information relative to performing the audit engagement as described in this Request for Proposal. The total all-inclusive fixed price to be proposed will contain all direct and indirect costs including the cost of obtaining bank confirmations and all out-of-pocket expenses.

The Township will not be responsible for expenses incurred in preparing and submitting this proposal.

### **Out-of-pocket Expenses**

Out-of-pocket expenses for firm personnel (e.g., travel, lodging, etc.) will be included in the firm's fixed price. Therefore, submission of requests for reimbursement of expenses shall not be necessary.

## **PROPOSAL SUBMISSION**

Bidder / Proposal Documents can be obtained at no cost on PennBid at <https://pennbid.bonfirehub.com/>.

**Bids must be submitted electronically via PennBid prior to 8:00am December 22, 2025.**

Questions regarding this project shall be submitted electronically via the “Ask a Question” feature in PennBid no later than **December 16, 2025 at 8:00am**. Responses to questions which require an addendum or changes to the Bidding Documents will be issued via a Public Notice and posted on PennBid. Bidders who have registered with and downloaded documents for this project from PennBid will be notified by email when a change or addenda has been posted.

Instructions for the PennBid system can be found at <https://pennbid.net/vendor-training-documents/>.

For assistance contact PennBid at [info@PennBid.net](mailto:info@PennBid.net) or by phone at 610-693-4769 option 1.

**EXHIBIT A**

Proposed Professional Auditing Fee

**ROBESON TOWNSHIP FEE PROPOSAL**

2025

2026

2027

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**ROBESON TOWNSHIP MUNICIPAL AUTHORITY FEE PROPOSAL**

2025

2026

2027

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**ROBESON TOWNSHIP TAX COLLECTOR FEE PROPOSAL**

2025

2026

2027

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

The above three-year fee request should not be interpreted as an automatic three-year agreement.

Please list any restrictions, limitations or conditions to above fees based on foregoing requirements of this Request for Proposal:

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