

DATE: 8/7/2024
TO: Interested Parties
FROM: Bexar County Community Arenas Board
SUBJECT: Professional Auditing Services

The Bexar County Community Arenas Board (BCCAB) is soliciting proposals from qualified firms of certified public accountants to audit the BCCAB's financial statements for the fiscal years ending 9/30/2024 and 9/30/2025, with the option of auditing the BCCAB's financial statements for the two subsequent fiscal years based on acceptance by BCCAB for such an extension.

Proposal Specifications:

Proposals should include, but not be limited to the following information:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of the audit for the BCCAB.
3. A list of similar local governments or government subsidiaries served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with appropriate personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide the BCCAB regarding the assignment of your senior and permanent personnel to the engagement?
6. Describe capability to audit, according to GASB standards, the financial transactions and records of BCCA's Board.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the BCCA's Board structure.
8. Detailed audit plan.

9. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the BCCAB's representative. This disclosure should include an estimation of the increased fees and the reason for the increase. Disclosure must also occur at least 6 months prior to the beginning of audit work to allow BCCA's Board time to seek a replacement in line with original proposal pricing.
10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
11. Audit firm to produce statements and to print annual report.
12. Proof that the firm is certified to conduct municipal audits by the Board of Accountancy.

Below is the audit proposal information and specifications you will need in order to provide a competitive bid. You will find the previous audit report in its entirety in PDF format on this link as well.

The final decision of the selection of the firm to conduct the audit will be made by the Board of Directors. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to JC Hrubetz in writing at the address on the following page or by calling 210-226-1177.

We will look forward to receiving your proposals on or before 4:00 PM CST Thursday, September 23, 2024.

Sincerely,

JC Hrubetz
GM/Controller
BCCAB

Audit Proposal Information & Specifications

Sealed audit proposals will be accepted by the BCCAB at 3201 E Houston, San Antonio, Texas 78219; until 4:00 p.m. CST., on Monday, September 23, 2024. Please direct proposals to the attention of JC Hrubetz at the Receptionists desk. All proposals become the property of BCCAB.

All proposals will become part of the requester's files without obligation.

Nature of Services Required:

- Audit period will be from October 1st through September 30th of each year during this engagement beginning with the time period 2024-2025

Special Reports, Exhibits, and Schedules Required:

- Statement of Net Position
- Statement of Revenues, Expenses and Changes in Net Position
- Statement of Cash Flows
- Notes to Financial Statements
- Statement/Letter of auditor's opinion (Independent Auditors Report).

Conferences:

- Scheduling and document request conference with JC Hrubetz at the beginning of each year's audit engagement.
- Exit conference with Derrick Howard, BCCA's Board Executive Director.
- Annual presentation at the first available BCCAB meeting following completion of the audit report and exit conference.

Description of Entity and Records to be Audited:

- BCCAB operates the Freeman Coliseum and Expo Halls for all non-San Antonio Livestock Exposition events and is a subsidiary entity to Bexar County.
- General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.

Available Manuals and Information Sources for Audit:

- Minutes of the board meetings of the Board
- Accounting data from SAGE 50 Accounting software.
- Subsidiary asset ledger with balances carried in SAGE 50.
- Investment policy, Employee Manual
- A budget is maintained and is available for examination.
- Work areas will be provided by the BCCA's Board in close proximity with the financial records on the premises.

Report Requirements:

- The report will be addressed to the Board of Directors and will contain items listed herein.

- State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters in the event any exist. In the absence of any such findings, a statement stating such.

Time Requirements:

- A pre-bid conference will be held at the Freeman Coliseum Administrative offices at: 3201 E Houston St, San Antonio, Texas 78219; on Monday August 26, 2024 at 2:00 pm.
- Proposals must be delivered to the BCCA's Board office, 3201 E Houston St, no later than 4:00 pm September 23, 2024.
- Any questions or inquiries should be directed to JC Hrubetz via email: jc@freemancoliseum.com by September 5th 2024.
- Once a contract has been signed, work may begin immediately to prepare BCCA's Board staff with audit requirements. Actual audit work can begin as early as November 25th of any given year and no later than January 5th.
- The preliminary report and exit conference will be completed prior to January 15th for any given fiscal year ending the previous September 30th.

Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the BCCA's Board Controller and Executive Director.
 - Audit report, eight copies.
 - Management letter, eight copies.

Other Information:

- The Bexar County Community Arenas Board reserves the right:
To reject any and all proposals submitted and
To request additional information from all proposers.

Evaluation Criteria:

Expertise and Experience (40 points):

- Firm's past experience and performance on comparable government engagements (20 points)
- Quality of the firm's professional personnel assigned to the engagement and the quality of the firm's management support to be available for technical consultation. (20 points)

Audit Approach (25 points):

- Proposed staffing plan for various segments of the engagement (15 points)
- Sampling technique's proposed (5 points)
- Analytical procedures proposed (5 points)

Price of Proposal (35 points)

Additional Information:

The Bexar County Community Arenas Board (officially the Coliseum Advisory Board) is a five-member board appointed by commissioner's court of Bexar County, Texas

Also available at this link is a copy of the legislation that established the Coliseum Advisory Board and defines the Boards authority as well as a copy of the previous year's financial audit.

Important Dates:

Posted to Freemancoliseum.com:	8/7/2024
Advertised in SA Express News:	8/11/2024 & 8/18/2024
Pre-Bid Conference:	8/26/2024 (2 PM @ Freeman)
Questions/Clarifications by:	9/5/2024
Bid Submittal Deadline:	9/23/2024
Bid Selection:	First BCCA Board Mtg Subsequent to 9/23/2024