

REQUEST FOR PROPOSALS ANNUAL AUDITING SERVICES

Addendum #1

SCOPE OF WORK

1. A financial statement and compliance audit of HAUC for fiscal years ending December 31, 2025, December 31, 2026, and December 31, 2027. The statement should include the following:
 - a. Independent Auditor's Report
 - b. Statement of Net Assets
 - c. Statement of Revenues, Expenses and Changes in Net Assets
 - d. State of Cash Flows
 - e. Notes to Financial Statements
 - f. Schedule of Individual Grants and Programs
 - g. Balance Sheet
 - h. Revenues, Expenses, and Changes in Retained Earnings
 - i. Single Audit and Other Reports
 - j. Schedule of Expenditures of Federal Awards
 - k. Notes to Schedule of Expenditures of Federal Awards
 - l. Schedule of Findings and Questioned Costs
 - m. Report on Internal Control Over Financial Reporting in Accordance with A-133
 - n. Report on Legal Compliance with Applicable Utah Laws and Regulations
2. Contractor shall provide the Executive Director with a management letter on non-reportable conditions and immaterial instances of noncompliance. This letter will include general recommendations on observations made during the audit that could be helpful in the management of the PHA.
3. Attestation by auditors on Financial Data System (FDS) data as to its "fair presentation in relation to audited basic financial statements" in accordance with Government Auditing Agency (GAA) standards.
4. A separate engagement letter for agreed-upon procedures to be used by the auditor in comparing the electronically submitted data in the REAC staging database to the hard copy of the audit report and FDS.
5. If the need for other audit services arises concerning the fiscal year under audit, the HAUC expects to be able to negotiate with the selected auditor to obtain the additional services needed.
6. Reports
 - a. One (1) electronic file and one (1) unbound copy of the audit report with financial statements and compliance report.
 - b. Preparation of the Data Collection Form for submission to the Federal Audit Clearinghouse.
 - c. Any other reports as requested by the HAUC and as required by HUD's Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities.
7. The auditor will be expected to attend a meeting with the governing board to present the audit report and a review of the management letter.
8. The successful CPA firm must have the annual audit prepared and submitted to HAUC in final form not later than 150 days after the end of the Housing Authority's fiscal year.