



**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827

**Request for Proposal for Independent Auditing Services  
Fiscal Years 2023, 2024, 2025  
Dated: May 10, 2023**

**Purpose of Request**

The Tioga County Property Development Corporation (TCPDC) is soliciting proposals from qualified Independent Certified Public Accountants for the purpose of conducting an annual audit of the TCPDC's financial statements. The audit period shall cover the fiscal years 2023, 2024, 2025.

**Background**

The Tioga County Property Development Corporation was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, the TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse.

Through an Administrative Services Agreement between the TCPDC and Tioga County, the TCPDC is located within the County Office Building at 56 Main Street, Owego, NY and receives administrative services and assets from the County. TCPDC records are maintained by staff and are formatted using a QuickBooks accounting system. The TCPDC is exempt from federal and state income taxes, as well as sales tax.

**Scope of Services**

- Conduct the annual audit of the general purpose financial statements in accordance with Generally Accepted Auditing Standards issued by the Comptroller General of the United States and in accordance with the Statutory Requirements prescribed by the Office of New York State Comptroller and the NYS Authorities Budget Office.

**A PARTNER OF**

**TEAM TIOGA** 

## **Audit Report Requirements**

The following reports are required at the completion of each fiscal year audit engagement:

- The auditor's opinion as to whether the general purpose financial statements present fairly the financial position and results of financial operations of the TCPDC in accordance with the generally accepted accounting principles for public authorities.
- Reports on compliance with laws, regulations and the provision of contracts and grant agreements. Reports on any non-compliance, which could have a material effect on the financial statements, and any non-compliance, which could have a direct and material effect on any aspect of the statements.
- Schedule of findings and questioned costs.
- An auditor's statement as to whether an internal system of control exists.
- A management letter to the Board of advisory including comments or recommendations relative to improving financial and/or program management.

Financial Statements must be filed with NYS annually by March 31st in order to comply with the Public Authorities Act. The selected firm is required to submit final audit documents to the TCPDC no later than March 1st.

## **Proposal Requirements**

1. Qualifications and Experience of the Firm, Partner and Staff.
  - Detail your firm's experience in providing auditing services to municipalities, other public authorities and/or public benefit corporations in the State or New York.
  - Identify the Partner, Manager and in-charge accountant who will be assigned to this engagement and provide biographies.
  - Indicate the breadth and depth of the firm's specialized resources for unique accounting or tax situations.
  - Indicate whether the firm has alliances or affiliations with other firms or organizations to share knowledge and resources.
  - Indicate whether the firm complies with independence requirements as required by the US Government Accountability Office's Government Auditing Standards and the Public Authorities law, adheres to the AICPA's Code of Professional Conduct and is licensed to practice public accounting/auditing in New York State.
  - Provide the names and contact information for other, similar clients of the partner and/or manager that will be assigned to our organization for reference purposes.
  - References may be included and bound at the end of the proposal.
2. Fee Proposal.

Firms should provide a fee schedule which include all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

## **Selection Criteria**

1. All information included in the Proposal Requirements are satisfied.
2. Experience with performing an Audit of a NYS Public Authority is preferred, but not required.

## **Correspondence and Clarifications**

All questions pertaining to this RFP shall be submitted on or before 4:00 p.m. on Friday, May 19, 2023 via email to Brittany Woodburn, TCPDC Director at [woodburnb@tiogacountyny.gov](mailto:woodburnb@tiogacountyny.gov).

## **Submission of Proposal**

Interested accounting professionals shall submit one original copy of their proposal to the TCPDC office by hand, mail, or e-mail **by 4:00 p.m. on Friday, May 26, 2023** to:

Brittany Woodburn, TCPDC Director  
Tioga County Property Development Corporation  
56 Main Street  
Owego, NY 13827  
[woodburnb@tiogacountyny.gov](mailto:woodburnb@tiogacountyny.gov).