

TOWN OF STRAFFORD

INCORPORATED 1820

OFFICE OF THE SELECTMEN

NEW HAMPSHIRE

PO BOX 23
CENTER STRAFFORD, NH 03815

REQUEST FOR PROPOSALS (RFP) FOR AUDIT SERVICES

I. Introduction

Town of Strafford invites qualified independent certified public accounting firms to submit proposals to perform annual financial audits for three (3) consecutive fiscal years beginning with the year that will end **12/31/2027**. There will be possibility of two (2) three year extensions. The cost for a Single Audit in accordance with the Uniform Guidance (2 CFR Part 200, Subpart F), if applicable.

II. Background Information by Auditee

- Overview: **Town of Strafford**:
- Governance: 3 Member Select Board
- Operations: \$5,487,378. (Appropriations voted 2026)
- Fund Structure: General Fund, Special Revenue Funds, Library and Trust Funds
- Software Used: MTS (G/L, payroll), AVITAR (Tax/Assessing), Clerkworks (Town Clerk)

III. Scope of Services

The audit must be conducted in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (Yellow Book), if applicable
- Uniform Guidance for federal awards, if applicable

IV. Deliverables

- Draft and final audit reports
- Prepare MS-535 (Financial Report)

V. Proposal Requirements

Each proposal must include:

- Firm qualifications and experience with New Hampshire Towns
- Staff qualifications
- Peer review results
- Proposed audit plan and timeline
- Fee structure (flat rate or not-to-exceed)
- Affirmation of independence and no conflicts of interest
- References from similar engagements

VI. Evaluation Criteria

- Understanding of audit scope
- Experience with NH Towns and Single Audits
- Qualifications of assigned staff
- Cost
- References

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VII. Timeline

- Proposals Due: August 18, 2026
- Selection Notification: September 8, 2026
- Audit Start: As required, with Planning meeting in spring of each year
- Final Report Due: June 1 of each year, unless altered by mutual agreement

VIII. Submission Instruction

Proposals must be received no later than 12:00 PM on August 18, 2026.

Proposals may be submitted via email to administrator@strafford.nh.gov or by mail to:

Strafford Board of Selectmen
PO Box 23
Center Strafford, NH 03815