

# **ONTONAGON AREA SCHOOL DISTRICT**

## **Request for Accountant Services**

**January 8, 2024**

**Ontonagon Area School District  
Lisa Johnson, Superintendent  
701 Parker Avenue  
Ontonagon, MI 49953**

## **GENERAL CONDITIONS**

Ontonagon Area School District is seeking proposals (RFP) for a part time Accountant for the Ontonagon Area School District (the School District) in accordance with the Michigan Department of Education requirements, and generally accepted auditing standards.

This position can either be contracted by an agency such as an intermediate school district, accounting firm, or be contracted by an individual with extensive experience in school or governmental accounting.

This position will be responsible for the following duties:

- Working knowledge of school accounting and state accounting manual
- Establish appropriate internal accounting controls for all funds
- Working knowledge of federal, state, and local funding sources for all funds
- Collaborate with Business Assistant and Business Specialist to ensure all processes are being completed in accordance with state and federal laws in accounts with accounting principals.
- Responsible for appropriate investments of all district funds
- Complete timely monthly and year end fiscal closings
- Provide financial reports as needed for Administration and board
- Prepare records for annual fiscal audit
- Prepare and complete state and federal reports as required
- Work with superintendent to set preliminary budget and recommendations for mid-year and end-of-year budget revisions; prepare budget reports for administration and board review and approval
- Review activity fund expenditure activities; working knowledge of state tax information as it relates to student fund raising activities
- Responsible for data preparation and follow-up reports as required for USAC grants funds
- Basic understanding of current grants and compliance issues
- Work with school administration on grant planning and budgets; file claims and final expenditure reports
- Work with School on yearly Tax collection and any bond elections

**Completed proposals must be sent to the attention of Lisa Johnson, Superintendent, 701 Parker Avenue, Ontonagon, MI 49953, and must be received by 2:00 p.m. on Wednesday, January 24 2024**

It is the intent of the Ontonagon Area School District to award this proposal for a two-year period; however the term of the engagement shall end if the contract is violated or work quality is unacceptable.

Although cost will be an important factor in awarding the contract, the School District is not obligated by any statute or regulation to award the purchase of accounting services solely on the basis of cost. Accordingly, the School District reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portions thereof. Additionally, the School District reserves the right to negotiate changes in services determined to have submitted the proposal that is in the best interest of the School District.

It is to be understood that this Request for Proposal constitutes specifications only for the purpose of

receiving proposals for services and does not constitute an agreement for those services. It is further expected that each applicant will read these specifications with care. Failure to provide requested information or meet certain specified conditions might invalidate the proposal(s).

Proposals shall remain valid for a period of sixty (60) days after submission. The District will not accept modifications to proposals, except as may be mutually agreed upon following the acceptance of the proposal.

All questions should be directed to the Superintendent, at (906) 813-0614.

### **MANDATORY QUALIFICATIONS OF THE APPLICANT**

The following must be affirmed in the proposal response:

1. The proposer is properly licensed for public practice as a certified public accountant, Intermediate School District or has extensive experience in School Accounting.
2. The firm should have a minimum of \$1,000,000 Errors and Omissions Insurance or appropriate mutually agreed upon coverage. (The successful firm will be required to provide the district with a certificate of insurance to verify this coverage.)

### **Working Conditions**

- Work can be completed remotely, and is flexible in schedule, with periodic onsite time as needed.
- Required to attend the following meetings: Yearly Budget Adoption Meetings with Board of Education, Union Contract Negotiations
- Work must be completed by deadline dates provided by state or district. Month end closely should be completed within 15 days of end of month.

### **COMMUNICATION**

The individual will maintain regular contacts and meetings with the district administrators, as needed, including but not limited to:

- Engagement planning meeting
- Monthly budget meetings with Superintendent
- Answer questions of Business Specialist and Business Assistant within a timely manner
- Notifications and explanation of changes to accounting/auditing requirements that would affect the reporting requirements of the school district

## **DISTRICT INFORMATION**

### **1. *Enrollment.***

Ontonagon Area School District is a K-12 school district located in Ontonagon, Michigan. The School District provides general and special education services to all district students within its service area. We are a single building with approximately 250 students.

### **2. *Funding***

The School District is funded through tax levy, state aid payments, and grants.

### **3. *Staffing***

The district employs approximately 50 people (16 teachers, 2 administration, 17 support staff, and various coaching and substitute staff).

The following list represents key personnel involved in the financial operations of the district and their length of experience:

Lisa Johnson, Superintendent/Principal, 1 year as Superintendent, 21 years experience as a teacher and administrator outside the district.

Position Open, Business Specialist, newly hired as Business Specialist, at Ontonagon Area School District.

Nancy Walker, Business Services Assistant, First year as Payroll/ Business Services Assistant at Ontonagon Area School District.

### **4. *Accounting Software***

The School District utilizes SDS (Specialized Data Systems) software for general ledger, accounts payable, cash receipts, purchasing, payroll, and personnel. EPES Software is used for student activities.

## 5. Financial Information

<b>Fund</b>	<b>June 30, 2023 Fund Balance</b>	<b>Projected 2023-24 Revenues</b>	<b>Projected 2023-24 Expenditures</b>
General Fund	\$352,371	\$3,724,370	\$3,807,660
<b>Fund</b>	<b>June 30, 2023 Fund Balance</b>		
Food Service Fund	\$ 50,044		
Debt Service Fund	\$ 8,354,		
Sinking Fund	\$898,116		

## 6. Taxes

The School District collects taxes from five townships in Ontonagon County.

## 7. Other

A copy of the District's Annual Financial Report for the year ending June 30, 2023 is located on the District's Transparency page of the website, [www.oasd.k12.mi.us](http://www.oasd.k12.mi.us) .

## PROPOSALS

Please submit a proposal with background information about your organization, plan to meet requested services, and cost proposal.

Please submit copies of Proposals by 2:00 p.m. on Wednesday, January 24, 2024, to:

Lisa Johnson  
Superintendent  
Ontonagon Area School District  
701 Parker Avenue  
Ontonagon, MI 49953