

*Perris Union High School District*

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*Response to Request for Proposal  
Independent Audit Services*

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*July 1, 2011 – June 30, 2014*



**Vavrinek, Trine, Day & Co., LLP**  
8270 Aspen Street  
Rancho Cucamonga, CA 91730

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February 17, 2012



## **Section A**

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### Table of Contents and Transmittal Letter



## Table of Contents

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A. Letter of Transmittal	3
B. Firm Qualifications and Experience	5
C. Partner, Supervisory and Staff Qualifications	12
D. References	14
E. Description of Services and Work Plan	16
F. Management Services	26
G. Compensation and Additional Terms of the Engagement	28

### *Appendices*

I. Resumes	<i>i</i>
II. Peer Review Letter	<i>ii</i>
III. Listing of Clients	<i>iii</i>
IV. Required District Documents	<i>iv</i>



# Letter of Transmittal

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February 17, 2012

Ms. Anna Hamilton  
Business Services  
**Perris Union High School District**

We are pleased to respond to the Request for Proposal to provide auditing services for the **Perris Union High School District**. We have addressed each of the specifications, as included in your Request for Proposal. We feel that Vavrinek, Trine, Day & Co., LLP is the best selection for the **Perris Union High School District**. This proposal demonstrates our capability and commitment to serve.

Vavrinek, Trine, Day & Co., LLP provides governmental auditing and specialized accounting services to over 300 governmental agencies. We currently provide auditing services to school districts and community colleges throughout Riverside County. We understand the requirements, as described in the Request for Proposal, and understand that the District desires a timely audit conducted in a professional manner. We are committed to perform our audit work within your specified time frame.

Vavrinek, Trine, Day & Co., LLP has devoted a substantial amount of time and resources to developing our governmental practice specifically as it relates to K-12 school districts. Our clients are provided with efficient and timely audits. Our expertise in this industry has positioned us to be one of the leading firms providing audit services to K-12 districts throughout California.

Vavrinek, Trine, Day & Co., LLP places within the top ten California based CPA firms and the top 100 CPA firms in the United States. We employ over 230 individuals, including approximately 171 professionals. We currently have seven offices located throughout California. The offices are located in Rancho Cucamonga (company headquarters), Pleasanton, Palo Alto, Fresno, Sacramento, Laguna Hills, and our new location in downtown Riverside. Our staff in the Rancho Cucamonga and Riverside Offices will have the primary responsibility of servicing the **Perris Union High School District**.



## Letter of Transmittal

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Our staff that will be assigned to the District's audit are experienced accounting professionals and meet the professional independence standards that currently work with Perris Union High School District as well as school district audits similar to the **Perris Union High School District**. We will assign Scott Gustafsson, a California-licensed Certified Public Accountant, to be the auditor in charge. Each of our staff brings specialized experience that allows for a new outlook to the audit with innovative suggestions to improve quality and efficiency within the District's business office. The choice of an audit firm should be primarily based upon staff expertise and service. We have an extremely low percentage of employee turnover and we are confident that we will provide the District with consistent staff over the contract period.

Partner involvement is also key to the audit's success. Your partner in charge of the engagement will spend time at the District and will meet with management, the audit committee and the Board as necessary to ensure communication lines remain open, that any outstanding issues are resolved timely, and that the District's needs are met. The assigned concurring partner will be Jeffrey A. Carter.

We hope that as you read through this proposal, you recognize the philosophy of our firm which is to provide each of our clients with exceptional personalized service, experienced staff, and an audit approach that will fit your needs. Our dedication to quality, professional standards and service are unmatched in the industry. Thank you for providing us the opportunity to present our proposal.

Should you have any questions, please feel free to contact Matthew S. Miller at (909) 466-4410.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Matt Miller', is positioned above the typed name.

Matthew S. Miller, Partner  
Vavrinek, Trine, Day & Co., LLP



## **Section B**

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### Firm Qualifications and Experience



## **Firm Qualifications and Experience**

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### ***Servicing the Perris Union High School District***

Our Rancho Cucamonga and Riverside Offices will have the responsibility of servicing the **Perris Union High School District** (the District). This will enable us to meet all of the requirements of the District within a timely and professional manner. All staff that will be assigned to provide audit and accounting services will be Vavrinek, Trine, Day & Co., LLP (VTD) employees. We will not use part-time employees or subcontractors for your audit. The proposal is not a joint venture or a consortium. We have reviewed the specific information requested within your Request for Proposal and believe all areas have been addressed within this proposal.

### ***The Rancho Cucamonga Office***

Our specialized practice for the K-12 school districts is headquartered in our Rancho Cucamonga office. The Rancho Cucamonga office has 21 partners, approximately 95 professional staff and is our firm headquarters. Many of the staff at the Rancho Cucamonga office are specialists in governmental accounting and auditing.

### ***Peer Review and Similar Engagements***

Our 2008 Peer Review Opinion can be found at Appendix II. We are proud to have continuously received an unqualified report from the Independent Peer Reviewers. Our Firm adheres to the quality control standards required by the Public Companies Accounting Oversight Board (PCAOB) which administers the quality and compliance of accounting firms providing services to publicly held companies. We have included in the References Section the names and phone numbers of other school districts and educational entity clients you may call. Additional references will be provided upon request.



## Firm Qualifications and Experience

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### *Independence*

**Vavrinek, Trine, Day & Co, LLP is independent of the Perris Union High School District and all known Component Units of the Perris Union High School District** as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Offices' *Governmental Auditing Standards*.

In addition, we have had no regulatory actions which have been taken against our firm as a result of desk or field reviews conducted by Federal or State auditors. We have received no action to temporarily or permanently debar, suspend, or otherwise make us ineligible to contract with any Federal, State or local public agency.

### *License to Practice in California*

**Vavrinek, Trine, Day & Co, LLP is licensed to practice public accounting in the State of California** and has complied with all applicable California State Board of Accountancy requirements. In addition, all of the supervisory professional staff that will be assigned to the District audit are also licensed to practice in the State of California and have complied with all applicable Board of Accountancy standards.

### *Technical Knowledge*

VTD has an extremely low percentage turnover of professional staff. **Thus, our staff has a unique blend of experience, technical knowledge, and management expertise which can only be found in a firm that has maintained consistency of staffing.** We feel this is an important aspect of our practice that enables us to provide our clients with the highest quality product available. (All of our staff are required to maintain a minimum of 80 hours of professional education every two years with an emphasis on Yellow Book compliance requirements and Governmental Accounting Practices.)

We are proud to be considered an additional resource to District management as the audit and accounting standards undergo change.



## Firm Qualifications and Experience

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### *State Controller's Office*

No disciplinary action has been initiated in the past five years. Additionally, all reports submitted have been finalized and accepted.

### *History and Founding of our Firm*

Vavrinek, Trine, Day & Co., LLP was established in 1948. Our firm now offers a full range of services, including governmental audits, corporate audit and tax, and not for profit audit and tax. Proudly, our governmental practice is a key to our firm's success. Many of our corporate clients are registrants with the SEC. Our firm adheres to the strict quality control and independence standards required by the SEC and PCAOB within all our areas of practice. VTD has experienced over 60 years of growth and commitment to client service. We now have 35 partners and rank in the top ten California based CPA firms.

### *Commitment to the K-12 School Districts of California*

Our Firm has recognized the unique aspects of accounting and compliance that are associated with the K-12 school districts within California. We have spent the past 36 years researching and practicing within this arena and have trained our staff to be knowledgeable as to the specific requirements related to such areas as California School Accounting Manual, attendance accounting requirements, Federal compliance and the compliance requirements of the State Controller's Office

Currently we are providing audit and accounting services to school districts including elementary, high school, and K-12 unified districts throughout California. The team we have assigned to the audit of the **Perris Union High School District** has been selected because of their expertise in serving this group.

We have included in Appendix III a partial listing of the local educational entities currently being served by Vavrinek, Trine, Day & Co., LLP. A representative sample of references is included on page 16. Additional references will be furnished upon request.



## Firm Qualifications and Experience

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### *Professional Associations*

All CPA Partners of Vavrinek, Trine, Day & Co., LLP are members of the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants and we have registered with the Public Companies Accounting Oversight Board. Our Firm has four (3) non-CPA partners. While these individuals are not anticipated to be assigned to your audit engagement, we will properly inform you of any services provided by them. Our non-CPA Partners all work in our Rancho Cucamonga Office and provide ancillary consulting services to our governmental clients.

We are active members in the California Association of School Business Officials (CASBO), California School Boards Association (CSBA), Governmental Finance Officers Association (GFOA), and serve on many research and development subcommittees. Each of these organizations serves to provide updated information within the particular practice section and also provides an opportunity for our partners and managers to prepare conference presentations over such areas as Internal Accounting Control, Fraud Detection and Prevention, and Understanding the Audit Process.

We are also members of the Western Association of Accounting Firms (WAAF). This is an association of 11 prominent western United States accounting firms that meet frequently during the year to share updates within the accounting profession and provide peer reviews and management services reviews as part of our ongoing quality control program.



## Firm Qualifications and Experience

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### *Professional Services*

In addition to the financial statement and compliance audits, Vavrinek, Trine, Day & Co., LLP provides several ancillary services to our clients. In providing these ancillary services, we ensure the independence required for our audit services is never violated. Some of our additional services consist of:

- Debt Financing Analysis
- Proposition 39 Bond Performance Audits
- GASB 34 Implementation and Analysis
- GASB 54 Implementation
- Budget Reviews
- Fact Finding and Negotiations
- Litigation Support Services
- Fraud Investigation Services
- Arbitrage Calculations
- Foundation Auditing and Tax Preparation

### *Other Benefits to the District*

We provide our clients and their employees the opportunity to attend our periodic workshops and seminars on new and revised regulations issued by the governing agencies. These seminars introduce what is required of the client, how to execute or prepare required agency documentation, and answer any questions or concerns the client or its employees may have. During the 2010-2011 year, the workshops we provided were:

- Attendance Accounting
- Year-End Closing
- Student Funds (ASB)
- GASB 54



## Firm Qualifications and Experience

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### *Our Commitment to Quality*

**Partner involvement and consistency of staff from year-to-year play key roles in delivering a quality product.** Your partner will ensure your needs are addressed. We will also commit, to the best of our ability, to provide a consistency of staff for the term of the contract. We have built our reputation on quality work, quality staff and timely completion of our audits.

**Vavrinek, Trine, Day & Co., LLP has a full time Partner solely dedicated to the quality control function.** Our QC Partner is responsible for the completion of our annual internal peer review process. In addition to our external peer review program, VTD requires that each office is annually reviewed by a separate office. We also require that on each engagement all working papers must be reviewed by someone at a higher position than the auditor. Our quality control program monitors all aspects of our practice. The District can be confident that VTD has the highest quality control standards. As required by law, we will retain all working papers and other documents for seven years.

**Vavrinek, Trine Day & Co., LLP is committed to providing ongoing training specifically in the area of governmental auditing.** This ensures our clients that our staff will have the highest technical knowledge in the industry. Training is provided by VTD instructors, California CPA Education Foundation courses, and AICPA and industry experts. Each of these types of training courses are designed to provide current technical expertise for our staff. **We feel it is our job to train our staff – not yours.**

**We will provide you with the most current information related to changes from the Governmental Accounting Standards Board (GASB).** We will provide updates and guidance on implementation of GASB Statement 54 (Post Employment Benefit Fund Balance Reporting and Governmental Fund Type Definitions) and other statements as they are finalized. We annually provide all of our staff with updates to GASB technical requirements as well as audit pronouncements and standards. We are happy to be included as a resource to your management and the Board.



## **Section C**

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### Partner, Supervisory and Staff Qualifications



## Partner, Supervisory, and Staff Qualifications

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**Vavrinek, Trine, Day, and Co.'s engagement team is comprised of key personnel who have first-hand knowledge and experience working with District financial audits.** As a result, we are aware of the District's unique reporting procedures, issues, operating structure and needs. Therefore, we will design our audit approach to consider the following:

- The dynamics of working in a political and highly regulated environment.
- Continuing need to develop and enhance the District's accountability in the eyes of the public.
- Timelines involved in the audit process and the impact on various District departments.

### **The Supervisory Staff for the proposed audit services will include:**

- |                            |                    |
|----------------------------|--------------------|
| ➤ Matthew S. Miller, CPA   | Partner            |
| ➤ Jeffrey A. Carter, CPA   | Concurring Partner |
| ➤ Scott C. Gustafsson, CPA | Audit Manager      |
| ➤ Ryan Ong                 | Supervisor         |
| ➤ Mayra Rivas              | Supervisor         |
| ➤ Jonathan Clement         | Senior Accountant  |
| ➤ Andy Darpi               | Senior Accountant  |
| ➤ Truth Ncube              | Senior Accountant  |
| ➤ Linh Vo                  | Staff Accountant   |

**The Vavrinek, Trine, Day & Co., LLP audit team has been selected to meet all of your expectations.** The team has worked together on numerous governmental audits and will provide the level of service, which is deserved by the District. We feel the technical qualifications of the specific personnel selected for this audit and the qualifications of the Firm allow us to provide the District with a comprehensive audit of the highest quality. Resumes can be found in appendices for the key members of the audit team. Each resume provides information on continuing professional education and membership in professional organizations.



## **Partner, Supervisory, and Staff Qualifications**

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These individuals will serve as the primary contacts for the District. Additional staff will be brought in from time to time to assist with various aspects of the audit, as necessary.



## **Section D**

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### References



## References

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**We encourage you to contact our clients.**

VTD is proud of our high percentage of retained clients. We encourage you to contact our clients and get their feedback regarding our service, staff, partner involvement, and our ability to meet strict timelines. (Additional references can be provided upon request.)

**Hemet Unified School District**

**2001 - Present**

*Vincent Christakos*

Assistant Superintendent of Business

(951) 765-5100 Ext. 5000

1791 West Acacia Avenue, Hemet, CA 92544

**Corona-Norco Unified School District**

**2004 - Present**

*Sherry Mata*

Assistant Superintendent of Business Services

(951) 736-5020

2820 Clark Avenue, Norco, CA 92860

**Desert Sands Unified School District**

**1999 - Present**

*Cindy McDaniel*

Assistant Superintendent of Business Services

(760) 771-8530

47-950 Dune Palms Road, La Quinta, CA  
92253

**Montebello Unified School District**

**2004 - Present**

*Cheryl Plotkin*

Assistant Superintendent of Business Services

(323) 887-3177 Ext. 3194

123 S. Montebello Blvd., Montebello, CA  
90640

**Murrieta Valley Unified School District**

**1999 - Present**

*Stacy Coleman*

Assistant Superintendent of Business Services

(951) 696-1600 Ext. 1067

41870 McAlby Court, Murrieta, CA 92562

**Val Verde Unified School District**

**1999 - Present**

*Dr. Michelle Richardson*

Assistant Superintendent of Business Services

(951) 940-6110 Ext. 10607

975 Morgan Street, Perris, CA 92571



## **Section E**

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### Description of Services and Work Plan



## Description of Services and Workplan

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We have thoroughly reviewed and understand the scope of services requested by the **Perris Union High School District**. The District has requested that we provide a professional and timely audit that will include:

- A financial statement and compliance audit of all funds, books and accounts of the **Perris Union High School District**
- A compliance audit of the major Federal Programs and other Federal programs as required by OMB Circular A-133
- A compliance audit as required by the California State Controllers' Office and the audit guide issued by the California Education Audit Appeals Panel
- Preparation of a Management Letter

We will provide 15 bound and final copies of the Audited Financial Statements for distribution to your Board members, District personnel and others. Additionally, we will provide one unbound copy and an electronic PDF copy of the report no later than December 15 for each year under contract. We will also prepare for filing the copies required by the Riverside County Office of Education, State Controller's Office and the Single Audit Clearinghouse SF-SAC forms as required by OMB Circular A-133.



## Description of Services and Workplan

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### *Audit Approach*

**Our Audit will be comprised of the following major phases** in order to best respond to and address the District's timelines for completion of the annual audit reports. We understand government regulations and the related risk areas. Our audit will be planned in the phases listed below:

- Pre-audit and planning phase
- Interim fieldwork
- Final fieldwork
- Reporting to the Board

During each phase of the audit engagement the audit procedures selected and the application of the procedures will be designed to comply with specified laws and regulations and are designed to disclose any non compliance noted. We will meet with the appropriate District personnel at the conclusion of each phase of the engagement to discuss possible areas of non compliance and possible resolution of the noted issues.



## Description of Services and Workplan

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### *Audit Approach – Pre-audit and Planning Phase*

Vavrinek, Trine, Day & Co., LLP will meet with the District's staff to plan the audit timelines for the year. This meeting will discuss any prior audit issues and the proposed interim work plan; we anticipate the timeline for this meeting to take place during February - March of each year under contract. During this phase, we will accomplish:

- Identifying the key personnel and contacts at the District and all related entities
- Identifying the District's responsibility for the audit process
- Identifying key areas for possible fraud and understanding the District's methodology for identifying and preventing fraud from occurring
- Proposing major areas of testing for interim fieldwork
- Planning and involvement of the District's staff
- Finalizing the complete audit calendar for the District
- Formalizing logistics and work space

This meeting will take place at a mutually agreeable time and will involve the Partner and Manager as well as key members of the District Business Office staff. If available, we will schedule a meeting with the Board and Executive Management of the District to determine any specific areas of concern for the audit. We anticipate this phase will require approximately one day of dedicated time in your offices.



## Description of Services and Workplan

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### *Audit Approach – Interim Fieldwork and Documenting the Internal Control Structure*

We expect to commence our interim fieldwork between March and June (or at a mutually agreeable time) to best meet the District's needs. Our focus will involve:

- Understanding the District's internal financial reporting process.
- Documenting and testing information systems and related data processing controls.
- Identifying high risk areas and documenting the flow of information and internal control involved in key processes such as cash management, disbursements and budget monitoring, payroll and personnel, and debt/capital management. The focus of the audit will be on testing the internal controls and the identification of possible fraudulent practices.
- Planning of the Single Audit including the distribution of questionnaires, conducting inquiries, reviewing documentation and determining major programs.
- Conducting tests of attendance procedures at the school sites and controls over the Associated Student Body Funds.
- Providing the District parameters required to commence analyzing financial fluctuations in the operating results of District Funds.

As part of our audit procedures we will interview various District employees regarding the possibility of fraud and internal control weaknesses as required by SAS 99. We will also meet with and interview members of management and the Board of Trustees.



## Description of Services and Workplan

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We anticipate this portion of the audit to take place over a one week period of time with three to four audit staff, including the Partner and Manager, on site to work with the District staff. Follow up timelines for areas of concern will be scheduled as determined to be necessary.

### *Audit Approach – Final Fieldwork*

We will commence our final fieldwork as soon as the District has sufficiently closed their accounting records - preferably in September through November. During this phase, we will perform substantive audit procedures on the year-end balance sheet and revenue and expense accounts for all District funds and accounts. We will use a variety of audit procedures including outside confirmation, detailed testing of District schedules, analytical review and observation.

The audit will include proposing conversion entries in compliance with the presentation of the financial statements in accordance with GASB 34 requirements. We will also assist the District in preparation of other required information and schedules for the final report.

We will tailor the timeline of the audit to fit your District closing calendar. It is anticipated this final fieldwork to involve up to all four of our audit staff including Partner and Manager and we will be in your offices for one week. We believe this focused approach to the audit will provide for the least amount of interruption in your normal business office functions.

As much as possible we work to utilize information contained within your accounting software and will request electronic files when available. This will reduce the time your staff is needed to retrieve paper documents and prepare reports. We are familiar with the Riverside County financial reporting and software systems.



## Description of Services and Workplan

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During all phases of the audit we will meet with appropriate levels of management to discuss open items, possible management letter comments and any outstanding items. We will also fully discuss any proposed audit adjustments including the conversion entries. Our goal is that you will not be surprised by the results of the audit. Communication with your staff will be key in ensuring all phases of the audit have been complete.

We will provide you with a draft copy of the audit report for review prior to issuance. This report should be reviewed with all applicable departments to ensure information presented is in accordance with expectations.

### *Audit Approach – Presentation to the Governing Board*

Finally, we would anticipate a formal presentation of the audit report by the Engagement Partner to the Governing Board. The timing of the presentation will be dependent upon your Board meeting schedule.

### *Audit Approach – Year Round Services*

We encourage contact and questions during the year. We do not have a limited number of phone calls or questions that can be answered outside the audit. We believe discussions during the year when questions arise will alleviate possible problems and audit findings that must be reported within the audit.

### *Statement of Workers' Compensation*

Vavrinek, Trine, Day & Co., LLP is aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code before commencing the performance of the work of the contract. Vavrinek, Trine, Day & Co., LLP is in compliance with these requirements.

Vavrinek, Trine, Day & Co., LLP is an equal opportunity employer.



## Description of Services and Workplan

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### *Partner Involvement*

Our audit approach differs from that of other CPA firms. We believe that partner involvement is an extremely important aspect of the audit process. To provide you with the assurance that we will provide an outstanding product, the partner will spend time in the field working on the District's audit. Thus, Mr. Miller will be available to answer questions from your staff as well as resolve issues noted by our staff in a timely manner. This will also ensure that the audit will be conducted in an efficient and effective manner with the least amount of interruptions for District staff. Meaningful partner involvement is important to allow you to have the ability to discuss potential findings, recommendations and/or problems.

### *Communication*

We anticipate communication with key District personnel to be constant during the engagement. We anticipate establishing meetings or correspondence with appropriate District management to ensure that findings, issues, discrepancies or timing difficulties are clearly communicated and resolved. We feel these meetings are very important because they allow us to properly plan the audit and allow District management to become comfortable with the audit approach. These progress meetings provide for communication on an on-going basis to ensure all aspects of the audit are appropriately addressed.

### *Problems that may be encountered in the field*

Most issues noted during the audit can be dealt with quickly by simply communicating with the appropriate person at the District. If we become aware of irregularities and/or illegal acts, these instances would be reported to the appropriate District official. If necessary, our firm employs an on-staff crime investigator (retired sheriff detective) to assist the District and our audit teams with potential problems.



## Description of Services and Workplan

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*Our communication with the District will also include:*

- Communicating the auditor's responsibility under generally accepted auditing standards
- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments
- Changes in accounting regulations as determined by Federal and State agencies and/or the accounting industry
- Other information in documents containing audited financial statements
- Disagreements with management – if any
- Management consultation with other accountants
- Major issues discussed with management prior to retention
- Difficulties encountered during the audit



## Description of Services and Workplan

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### *Timing of the Audit*

**A key element to timing is service.**

As with any timeline, unexpected circumstances may occur. Vavrinek, Trine, Day & Co., LLP has always been flexible in working with our clients. We understand that as we work through the audit process, circumstances may occur that will require timelines, fieldwork, meetings, etc. to be rescheduled. We will work with the **Perris Union High School District** to provide timely and flexible services to the best of our abilities.

While we recognize the necessity of some interruptions in the Business Offices normal routine, we have planned our audit approach at all phases to minimize the impact of our procedures on the District's day to day operations. However, we will need a level of District staff support that will ensure that all questions are answered thoroughly. We will require adequate space to allow up to four auditors to work efficiently. Access to the District's accounting software through the "audit inquiry" capabilities will allow our staff to minimize the interruptions on District staff. The ability to retrieve paper documents to support transactions will be fully discussed with District staff to provide the most efficient method of reviewing these documents. We do not expect District staff to complete lead sheets or other 'audit documentation' that will be used only for our purposes. We strive to utilize the District's systems as much as possible. All timelines noted within this proposal will be fully discussed with the appropriate District staff to ensure the timing of certain audit steps does not occur during peak workload periods for the District.

It is our goal to provide an audit that is seen as "Value-Added" to the Board and the Administration.



## **Section F**

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### Management Services



## Management Services

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### *Our Management Services Department*

Our Management Services Department currently has a staff of nine with various years of hands-on school business management experience. This department is headed by the following:

- **Caroline Larson** – Partner with over 10 years experience providing assistance to school districts in areas such as categorical program accounting, accrual reconciliations, year-end closing, staff training and development. Ms. Larson works from our Rancho Cucamonga Office.
- **Joe Aguilar** – Partner with over 25 years experience providing financial information and assistance with bonds, arbitrage calculations and investment portfolio management to Cities, Counties, Community Colleges and K-12 School Districts throughout California. Mr. Aguilar works from our Rancho Cucamonga Office.
- **Dusteen Ferguson** – Partner with over 11 years experience providing assistance to school districts in areas such as categorical program accounting, accrual reconciliations, year-end closing, staff training and development. Ms. Ferguson works from our Rancho Cucamonga Office.

These individuals are assisted by staff with expertise in the above areas as well as development of position control systems, special reporting to the Board, and other areas of the business office services.

The goal of the Management Services Department is to provide a management services program which is tailored to the individual needs of the District. It is intended that our management services program retains independence and complements our audit services.



## **Section G**

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### Compensation and Additional Terms of the Engagement



## Compensation and Additional Terms of the Engagement

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### *Period Covered by Agreement*

This agreement shall cover the three-year period beginning July 1, 2011 and ending June 30, 2014, inclusive, including required time to complete said audits; with the option to renew in two additional three-year increments.

### *Compensation*

Personal services performed by the Auditors shall be reimbursed at the following hourly rates:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Partner/Principal	\$ 190	\$ 190	\$ 190
Manager/School Services	165	150	150
Consultant	140	150	150
Supervisor	140	130	130
Senior in Charge	115	115	115
Staff Accountant	90	90	90
Paraprofessional	60	60	60

In addition to such payment for personal services, Auditors shall be reimbursed for such travel as may be necessary, computed at the current IRS rate per mile.



## Compensation and Additional Terms of the Engagement

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The District shall pay the Auditor ninety percent (90%) of the payment due under this contract as the audit work is completed and upon receipt of the Auditor invoices. The payment for services may be billed and paid for as the work progresses. The final billing for work under this contract shall include a ten percent (10%) withhold of the total audit costs for the year by the District pursuant to Education Code 14505. In addition to the ten percent (10%) provision, fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting standards of the State Controller. Said ten percent (10%) shall be remitted to Auditor upon certification by the Controller that the audit report conforms to the reporting provisions of the Audit Guide. If the Auditor is declared ineligible by the State Controller to conduct LEA audits, the provisions of Education Code Section 41020.5 shall apply. The maximum annual fee for auditing services under the terms of this contract shall not exceed \$33,000, an adjusted rate for continuing loyalty for the years ended June 30, 2012, 2013, and 2014, respectively, for personal services, with the exception that any additional auditing services provided for (1) any compliance audit services required under the provisions of Circular A-133, "Audits of State and Local Governments," issued by the Office of Management and Budget, and (2) any additional services required as a result of any changes in district reporting format and/or audit requirements as stated in the State of California Publication, *Standards and Procedures for Audits of California Local Educational Agencies*, shall be in addition to the above maximum fee for personal services.

### ***Other Accounting Services***

The Auditors may also furnish other accounting services, which may include advisory and system accounting services as requested by the District, and shall receive payment for such additional service at the Firm's standard rates for districts.



# Appendix I

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## Resumes



# **Matthew S. Miller, CPA**

*Partner*

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***Length of Service***                      1986 to Present

***Experience***                                      26 years of public accounting experience which includes work on approximately 100 school district audits located in Los Angeles, Riverside, San Bernardino, San Joaquin, Inyo, San Diego, Santa Barbara, and Ventura Counties. Partner experience includes preparation of audit reports and supervision of two to 10 staff per engagement on approximately 50 school district and charter school audits in California.

Work with various nonprofits and Charter Schools; prepare required Federal and State tax returns.

Proficient operation and knowledge of Pro System FX Engagement, Excel, and Word.

Assisted in implementation of GASB 34, the more recent GASB 54 reporting requirements and GASB 61 related entities.

Assisted in training District staff on statements for certificate of participation issues and on the Single Audit Office of Management and Budget (OMB) Circular A-133.

Fraud examinations over misappropriation of assets.

Worked with Districts regarding the new Charter School laws and accounting requirements.

Assist Charter Schools with non classroom based procedures in accordance with SB 740 guidelines

Federal and State program reviews.

Review of Electronic Data Processing function for school attendance systems.

Assisted with State school building accounting and reporting process.

Provided in-house training for Federal and State compliance.

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***Education***                                      Bachelor of Science, Accounting  
California State Polytechnic University, Pomona



## **Matthew S. Miller, CPA**

*Partner*

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### ***Continuing Education***

Provide and receive instruction at school audit training sessions sponsored and presented by VTD & Co., LLP and other outside Professional organizations for at least 40 hours within the last year and completed updated Yellow Book standard training for Governmental Agencies. This education qualifies for State Board of Accountancy credit.



# Jeffrey A. Carter, CPA

## *Partner*

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***Length of Service***                      1980 to Present

***Experience***                                      Worked on numerous school districts, county office of education, and other Governmental agency audits for over 27 years and has supervised staff on those audits for over 27 years.

Perform and supervise continuing revision of audit programs and software used by the firm.

Provides management and accounting services to various school districts, county offices, charter schools, and joint powers agencies

Assistance in investigating allegations of fraud and assisting entities with fraud detection programs.

Provides workshops for Districts, CASBO, and the California Society of CPA's on various subjects including financial reporting, attendance, student funds, year-end closing, fraud detection, etc.

Responsible for overall Firm Quality Control Program

***Education***                                      Bachelor of Science, Accounting  
California State Polytechnic University, Pomona  
Graduated Magna Cum Laude

***Continuing Education***                      Attended numerous in-house training programs encompassing all areas of an accounting practice in addition to courses as conducted by the California Society of CPAs

***Affiliations***                                      American Institute of Certified Public Accountants (AICPA)  
California State Society of Certified Public Accountants (CSCPA)  
California Association of School Business Officials (CASBO)  
Western Association of Accounting Firms



# Scott Gustafsson, CPA

## *Manager*

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***Length of Service***                      2004 to Present

***Experience***

Auditing financial data and internal controls at governmental clients such as school districts, county offices of education, and not-for-profit clients

Service work for assisting with GASB 34 implementation including the development of fixed asset accounting systems

Agreed upon procedures engagements for Proposition 39 bond expenditures, OCJP grants, and Proposition 10 Tobacco Use Prevention grants

Not-for-profit tax work for component units and foundations

Assisting in auditing detailed compliance requirements for Federal and State programs

Assist in the compilation and preparation of financial statements for certificates of participation and general obligation bonds.

***Education***

Bachelors of Science, Accounting  
California State University San Bernardino

Certified Public Accountant, CPA

***Continuing Education***                      Provide and receive instruction at school audit training sessions sponsored and presented by VTD & Co., LLP for 40 hours within the last year and completed updated Yellow Book standard training for Governmental Agencies. This education qualifies for State Board of Accountancy credit.



## **Ryan Ong** *Supervisor*

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### ***Length of Service***

August 2007 - Present

### ***Experience***

Performed opinion audits, agreed upon procedures and performance audits for multiple clients in the following industries: K-12 school districts and non-profits.

Documented and evaluated internal controls, process and key accounting cycles to assess control risk and determine that activity-level and entity-level controls are designed effectively and properly implemented, and prepared recommendations for internal control and information system reviews resulting in process improvement, compliance with GAAP and value-added services for clients.

Issued audit reports including financial statements, compliance and drafting of related footnote disclosures in accordance with Generally Accepted Accounting Principles.

Planned, budgeted, and performed all aspects of an engagement, including supervision and training of staff, and provided timely communication on progress and results to partner, engagement team, and client.

### ***Education***

Bachelors of Science, Accounting  
California State Polytechnic University, Pomona

### ***Continuing Education***

Receive instruction at school audit trainings sessions sponsored and presented by Vavrinek, Trine, Day & Co., LLP every year.

Hours attended qualify for State Board of Education of Accountancy credit.



## **Mayra Rivas**

*Supervisor*

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***Length of Service***

July 2006 to Present

***Experience***

Various governmental audits including school districts, community colleges, county offices of education, and JPA's. Other areas of audit experience include non-profit organizations, financial institutions, and commercial for-profit audits.

Completed numerous training programs relating to school district accounting and auditing.

Familiar with school district accounting methods and terminology.

***Education***

Bachelor of Science, Accounting and Finance,  
Minor in Spanish  
California State University, San Bernardino

***Continuing Education***

Participates in numerous training courses and seminars on an annual basis to keep current with the newest accounting and auditing pronouncements and trends.

***Affiliations***

Beta Gamma Sigma  
Beta Alpha Psi

***Credentials/Awards***

Auditing Certificate, University and Departmental Honors  
California State University, San Bernardino



# Jonathan Clement

## *Senior Accountant*

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***Length of Service*** July 2008 - Present

- Experience***
- Work with governmental entities to identify and test critical points where risks are inherent in order to protect the integrity of external and internal financial reporting.
  - Perform attestation over internal controls and financial statements for governmental entities and ensure that the entities are compliant with generally accepted accounting principles, governmental accounting standards, and federal and state guidelines.
  - Communicate audit findings and issues with finance leaders at the governmental entity, and propose adjustments based on findings.

***Education*** Bachelors of Science, Accounting  
La Sierra University  
Riverside, California

- Continuing Education***
- Government and nonprofit entity attestation training which is provided by Vavrinek, Trine, Day, & Co., LLP and presented by qualified professionals within the company, to ensure sufficient training over relevant procedures and updates required to perform attestation for government and nonprofit entities.



## **Truth Z. Ncube**

### *Senior Accountant*

---

***Length of Service*** August, 2007 - Present

- Experience***
- Work with governmental entities to identify and test critical points where risks are inherent in order to protect the integrity of external and internal financial reporting.
  - Organize and complete engagements with an engagement team
  - Perform attestation over internal controls and financial statements for governmental entities and ensure that the entities are compliant with generally accepted accounting principles, governmental accounting standards, and federal and state guidelines.
  - Communicate audit findings and issues with finance leaders at the governmental entity, and propose adjustments based on findings.

***Education*** Master of Business Administration, Nov 2010  
University of Phoenix, San Bernardino Campus, California

Bachelors of Science, Accounting, minor in Finance, Dec 2006  
California State University, San Bernardino, California

- Continuing Education***
- Government and nonprofit entity attestation training which is provided by Vavrinek, Trine, Day, & Co., LLP and presented by qualified professionals within the company, to ensure sufficient training over relevant procedures and updates required to perform attestation for government and nonprofit entities.

- Membership***
- American Institute of Certified Public Accountants (AICPA)



## **Appendix II**

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### Peer Review Letter

# YANARI WATSON MCGAUGHEY P.C.

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DALE M. YANARI (1947-2004) ♦ RANDY S. WATSON ♦ G. LANCE MCGAUGHEY  
FINANCIAL CONSULTANTS/CERTIFIED PUBLIC ACCOUNTANTS

## System Review Report

June 26, 2009

To the Partners of  
Vavrinek, Trine, Day & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP (the firm) applicable to non-SEC issuers in effect for the year ended December 31, 2008. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*; audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Vavrinek, Trine, Day & Co., LLP applicable to non SEC issuers in effect for the year ended December 31, 2008, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*; *pass with deficiency(ies)* or *fail*. Vavrinek, Trine, Day & Co., LLP has received a peer review rating of *pass*.

*Yanari Watson McGaughey P.C.*

Yanari Watson McGaughey P.C.

9250 East Costilla Avenue, Suite 450  
Greenwood Village, Colorado 80112-3647  
(303) 792-3020 FAX (303) 792-5153

web site: [www.ywmpa.com](http://www.ywmpa.com)

email: [info@ywmpa.com](mailto:info@ywmpa.com)



## **Appendix III**

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### Listing of Clients



## **Listing of Clients**

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The following list represents a partial listing of the local educational agencies and joint powers entities which are currently contracting for annual audit and/or business services with Vavrinek, Trine, Day & Co., LLP.

### County Offices of Education

Fresno	Santa Cruz
San Luis Obispo	Stanislaus
Inyo	Ventura
Los Angeles	
Merced	
Orange	
Santa Barbara	
San Benito	
Santa Clara	

### Regional Occupational Programs and Centers

Baldy View Regional Occupational Program  
Capistrano - Laguna Beach Regional Occupational Program  
Coastline Regional Occupational Program  
Colton-Redlands-Yucaipa Regional Occupational Program  
Eden Area Regional Occupational Program  
Mission Valley Regional Occupational Program  
North Orange County Regional Occupational Program  
San Antonio Regional Occupational Program  
Santa Lucia Regional Occupational Program  
Southeast Regional Occupational Program (SEROP)

### Self-Insurance Programs and Joint Powers Agencies

Alameda County School Insurance Group  
Alliance of Schools for Cooperative Insurance Programs (ASCIP)  
BLP Schools' Self-Insurance Program for Employees  
California Insurance Pool Authority  
Coastal Schools' Employee Benefits Organization (CSEBO)  
Greater Anaheim Special Education Local Plan Area  
Kings County Self-Insured Schools  
Merced High School Scholarship  
Monterey County Special Education Local Plan Area  
Monterey County Schools' Insurance Group  
Monterey County Liability and Property Self-Insurance Authority  
North Orange County Liability and Property Self-Insurance Authority  
North Orange County Self-Funded Workers' Compensation Agency  
Orange County Fringe Benefits Joint Powers Authority  
Partners in Nutrition Cooperative (PINCO)  
Riverside County Employer/Employee Partnership for Benefits  
Riverside County Special Education Local Plan Area  
Riverside Schools Insurance Authority  
Riverside Schools Risk Management Authority  
San Gabriel Valley School Districts' Self-Insurance Authority  
San Gabriel Valley School Districts' Self-Insurance Authority for Liability Protection  
Santa Barbara County Schools' Self-Insurance Program for Employees  
Santa Clarita Valley Food Services Authority  
Schools Insurance Program for Employees  
Southern California Regional Liability Excess Fund  
Southern Orange County Property/Liability Joint Powers Authority  
Statewide Association of Community Colleges Joint Powers Authority (SWACC)  
The Protected Insurance Program for Schools JPA  
Valley Insurance Programs (VIP)  
Ventura County Schools' Self-Funding Authority (VCSSFA)  
Western Orange County Self-Funded Workers' Compensation Authority



## **Listing of Clients**

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West Valley School Transportation Joint Powers Authority

The following list represents a partial listing of the charter schools which are currently contracting for annual audit and/or business services with Vavrinek, Trine, Day & Co., LLP.

### Charter Schools

Academy for Civic and Entrepreneurial Leadership  
Academia Moderna  
Adelante Charter School  
Alternatives in Action (Bay Area School of Enterprise –BASE)  
Bellevue Santa Fe Charter School  
Camarillo Academy of Progressive Education  
Citizens of the World Charter School  
Endeavor Charter School  
Environmental Charter High School  
Escondido Charter High School  
Equitas Academy  
Gabiella Charter School  
Gorman Learning Center Charter School  
Grizzly Challenge Charter School  
Heritage K-8 Charter School  
Ivy Tech Charter School  
KIPP Adelante Preparatory Academy  
Keegan Academy  
Larchmont Charter School  
Manzanita Public Charter School  
New City Public Schools  
New Los Angeles Charter School  
New Heights Charter School  
New Millennium Secondary School  
New Vision Middle School  
Ocean Charter School  
Options for Youth  
Partnership for Los Angeles Schools  
Peabody Charter School  
Port of Los Angeles High School  
San Jacinto Valley Academy  
SIA Tech Charter School  
Temecula Preparatory School  
Temecula Valley Charter School  
Watts Learning Center  
Valley Charter School  
YouthBuild Charter of California  
YouthBuild Charter of California-Central



## Listing of Clients

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The following list represents school districts that are currently contracting for annual audit and/or business services with Vavrinek, Trine, Day & Co., LLP.

### Elementary School Districts

Alisal Union  
Armona Union  
Atwater  
Bellevue  
Belmont  
Bitterwater-Tully Union  
Blochman  
Burton  
Campbell Union  
Central Union  
Centralia  
Chatom Union  
Chualar Union  
Cienega Union  
Cucamonga  
East Whittier  
Empire Union  
Etiwanda  
Exeter Union  
Greenfield Union  
Hanford  
Hawthorne  
Hermosa Beach  
Hickman Community Charter  
Hollister  
Hueneme  
Huntington Beach Union  
Jefferson  
Keyes Union  
Kit Carson Union  
Lakeside Union  
Lawndale  
Lennox  
Livingston Union  
Loma Prieta  
Los Alamos  
Los Nietos  
Manhattan Beach  
McSwain Union  
Menifee

Merced City  
Merced River  
Monson-Sultana Union  
New Jerusalem  
North County Joint Union  
Nuview Union  
Oak View  
Ocean View (Orange County)  
Ontario-Montclair  
Orange Center  
Panoche  
Petaluma City Schools  
Planada  
Pleasant Valley  
Redwood City  
Rio  
Robla  
Salida Union  
Santa Rita Union  
Santee  
Saratoga  
Savanna  
Sonora  
Soulsbyville  
South Whittier  
Southside  
Spreckels Union  
Stanislaus Union  
Summerville  
Sunnyside Union  
Sylvan Union  
Tracy  
Tres Pinos Union  
Twain-Harte-Long Barn Union  
Union  
Weaver Union  
Westminster  
Whisman  
Willow Grove  
Whittier City  
Woodville

### High School Districts

Acalanes  
Anaheim Union  
Antelope Valley Union  
Big Oak Flat-Groveland  
Calaveras  
Centinela Valley  
Coalinga-Huron  
Delano Joint Union  
Delhi  
Dos Palos Oro-Loma Joint  
El Dorado  
Exeter  
Fremont Union  
Huntington Beach Union  
Merced Union  
Mountain View Los Altos  
Oxnard Union  
Perris Union  
San Benito  
Santa Maria Joint  
Santa Paula Union  
Santa Ynez Valley Union  
Sonoma Union  
Tracy Joint Union  
Washington Union  
West Sonoma County Union



## Listing of Clients

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### Unified School Districts

ABC

Aromas/San Juan

Atascadero

Baldwin Park

Barstow

Big Oak Flat-Groveland

Big Pine

Bishop

Bitterwater-Tully

Calaveras

Capistrano

Castro Valley

Center

Central

Ceres

Chino Valley

Claremont

Coachella Valley

Coalinga-Huron

Colton Joint

Corona-Norco

Cuyama Joint

Delhi

Denair

Desert Center

Desert Sands

Dinuba

Dos Palos Oro-Loma Joint

Downey

Duarte

Eastern Sierra

Emery

Fillmore

Fountain Valley

Fremont

Fullerton

Gonzales

Gustine

Heldsburg

Hemet

Hughson

Jefferson

La Cañada

La Honda-Pescadero

Laguna Beach

Lindsay

Lompoc

Lone Pine

Los Alamitos

Los Banos

Lucia Mar

Madera

Mammoth

Manteca

Montebello

Moorpark

Moreland

Morongo

Murrieta Valley

Newport-Mesa

New Haven

Newhall

Newark

Newman-Crows

Oakdale Joint

Oceanside City

Owens Valley

Pacific Grove

Palm Springs

Palo Verde

Palo Alto

Panoche

Parlier

Patterson Joint

Peninsula

Piedmont

Placentia-Yorba Linda

Pomona

Porterville

Redlands

Reef-Sunset

Rialto

Rim of the World

Riverbank

Riverside

Round Valley

San Bernardino City

San Luis Coastal

San Marcos

San Ramon Valley

Sanger

Santa Ana

Santa Cruz City

Santa Clara

Santa Rosa City

Silver Valley

Simi Valley

Snowline Joint

Sunol-Glen

Temecula

Travis

Turlock

Val Verde

Walnut Valley

Yucaipa-Calimesa Joint

Waterford



## **Listing of Clients**

---

The following list represents community college districts that are currently contracting for annual audit and/or business services with Vavrinek, Trine, Day & Co., LLP.

### Community College Districts

Cabrillo  
Cerritos  
Chaffey  
Compton  
Contra Costa  
El Camino  
Glendale  
Mira Costa  
Monterey Peninsula  
Mt. San Jacinto  
North Orange County  
Pasadena  
Peralta  
Riverside  
San Luis Obispo County  
San Mateo County  
Santa Clarita  
Solano  
Ventura County  
West Hills  
West Kern  
West Valley-Mission



## **Appendix IV**

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### Required District Documents

## PERRIS UNION HIGH SCHOOL DISTRICT

### F. AUDIT AGREEMENT

THIS AGREEMENT made and entered into on March 21, 2012 by and between the Perris Union High School District of Riverside County, State of California, hereinafter referred to as the District VTD hereinafter referred to as the Auditor.

1. Auditor, not an assignee, beginning July 1, 2011, shall audit and report for each of the fiscal years 2011-2012, 2012-2013, 2013-2014 for the District in accordance with the requirements of Education Code Sections 41020, et. al. for K-12 districts and in compliance with the requirements of the current edition of "Standards and Procedures for Audits of California K-12 Local Educational Agencies" issued by the Office of the Controller, State of California and pursuant to standards and procedures developed in accordance with Chapter 3, Section 14500, of Part 9 of Division 1 of Title 1.

The audit(s) covered by this contract shall be performed in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants (AICPA), government standards for financial and compliance audits as promulgated by the United States General Accounting Office (GAO) in "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions," and standards issued by the Office of the State Controller.

To the extent possible, a detailed description of a correction or plan of correction shall be incorporated into the audit report describing specific actions planned to correct the identified audit findings and/or management improvement recommendations.

2. Auditor, auditor's agents and employees, at all times in the performances of obligations under this agreement, shall act as independent contractor and shall not act as, or in any manner be construed to be agents, officers, or employees of the District.
3. Auditor shall indemnify, defend, save and hold the district, its officers, agents, and employees free and harmless of and from any liability, claims, demands, debt, suits, actions, and causes of action of whatsoever kind, nature or sort, arising out of or in any manner connected with the performance of auditor, auditor's agents or employees, or any of auditor's obligations or duties hereunder, and auditor shall assume full responsibility for payments of federal, state, and local taxes or contributions imposed or required and under the social security, worker's compensation, and income tax laws concerning auditor, any agent or employee thereof.
5. Auditor shall file 25 bound copies of the report plus a master suitable for reproduction with the District no later than December 15 of each year, unless the District and auditor secure an extension from the Riverside County Office of Education in accordance with the provisions of Education Code, Section 41020.2.

**PERRIS UNION HIGH SCHOOL DISTRICT**

6. If the auditor discovers important or significant irregularities, he shall immediately report the same to the District and shall furnish all relevant information with his recommendation as to additional services required.
7. The payment schedule for the agreement year and option years is attached as Attachment A.
8. Auditor may render services additional to those described in paragraphs 1, 2, and 3. Said additional services shall be rendered only upon written request from the District at a total cost not in excess of the maximum amount set out in such request. Payment shall be made upon completion of such requested services. The proposed payment schedule for additional services is attached as Attachment B.
9. Either party may cancel this agreement no later than February 1, 2013, with respect to fiscal year 2012-2013, and no later than February 1, 2014, with respect to fiscal year 2013-2014.
10. In accordance with Education Code Section 14505(a), the District shall withhold 10 percent of the audit fee until the State Controller certifies that the audit report conforms to the reporting provisions of the audit a guide.
11. In accordance with Education Code, Section 14505(b), the District shall withhold 50 percent of the audit fee for any subsequent year of a multi-year contract, if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide. This contract shall be null and void if a firm or individual is declared ineligible pursuant to Subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the controller as conforming to reporting provisions of the audit guide.
12. All audit reports shall be developed and reported using a format established by the State Controller's Office.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written:

Perris Union High School District

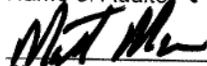
By: \_\_\_\_\_

\_\_\_\_\_  
Board Approved

\_\_\_\_\_  
Date

Vavrinek, Trine, Day & Co., LLP

Name of Auditor

  
\_\_\_\_\_  
Signature of Authorized Agent

8270 Aspen Street, Rancho Cucamonga, CA 91730  
Address of Auditor

February 17, 2012  
Date

**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

**E. Other General Requirements**

**ANTI-DISCRIMINATION.**

It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. Each Contractor agrees to comply with applicable Federal and California laws including, but not limited to, The California Fair Employment Practice Act, beginning with Government Code Section 12900, Labor Code Section 1735, and Title 5, Division 1, Chapter 1, Subchapter 4 of the California Code of Regulations. In addition, each Contractor agrees to require like compliance by any subcontractors employed on the work by him.

**NEWS RELEASE**

News releases pertaining to the award resulting from this Request for Proposal (RFP) shall not be made without prior written approval of the Assistant Superintendent, Business Services.

**ERRORS AND OMISSIONS**

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, he shall immediately notify the District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for bidding purposes, without divulging the source of the request for same. Insofar as practicable, the District will give such notices to other interested parties, but the District shall not be responsible therefore.

If a bidder fails to notify the District prior to the date fixed for submission of bids of an error in the RFP known to him, or an error that reasonably should have been known to him, he shall bid at his own risk; and if he is awarded the contract, he shall not be entitled to additional compensation or time by reason of the error or its later correction.

The bidder should carefully examine the entire RFP and early addenda thereto, and all related materials and data referenced in the RFP or otherwise available to him, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work.

**CONTACTS FOR INFORMATION**

Bidders may contact the Assistant Superintendent, Business Services, for visits to the District for purposes of familiarization and evaluation of the current processes or to obtain any additional information needed. Visits shall be made by appointment only during normal business hours. Visits will be permitted to the extent that they do not unduly interfere with the conduct of business. Oral communications by departmental officers and employees concerning the RFP

**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

shall not be binding on the District and shall in no way excuse the bidder of this obligations as set forth in this RFP.

**BIDDER AGREEMENT**

In compliance with this Request for Proposal, the bidder will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

A bid is subject to acceptance at any time within sixty (60) days after opening of same, unless otherwise stipulated. Bids cannot be corrected, altered, signed or withdrawn after public opening.

**BID SIGNEE**

If the bidder is an individual or an individual doing business under a firm name, the bid must, in addition to the firm name, be signed by the individual; if the bidder is a partnership, the bid should be signed with the partnership name by one of the partners; if a corporation, with the name of the corporation by an officer authorized to execute a bid on behalf of the corporation.

**BIDDER'S UNDERSTANDING**

It is understood and agreed that the bidder has, by careful examination, satisfied himself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and general and local conditions, and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

**INTENT OF PLANS AND SPECIFICATIONS**

All work that may be called for in the specifications shall be executed and furnished by the successful bidder and should any work or materials be required which is not denoted in the specifications or plans, either directly or indirectly but which is nevertheless necessary for the execution of the contract, the bidder is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

**EXTRA WORK**

No bill or claim for extra work or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District.

**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

**INDEMNITY**

The bidder shall indemnify and hold harmless the District from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered by it, by reason of any act or omission, of the said bidder, his agents or employees, in the execution of the work or in consequences of any negligence or carelessness regarding the same.

The District shall have the right to make any changes that may be hereafter determined upon, in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make change in the cost of the work, an equitable adjustment shall be made by the District to cover said cost.

**DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become the property of the District, and will be returned only at the District's option, and at the bidder's expense. The original copy shall be retained for official files and will become a public record after the date and time for Final Bid submission as specified. However, confidential information submitted in support of the requirement will be returned upon request.



**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

**D. Statement of Qualifications**

1. Name of Firm:  
Vavrinek, Trine, Day & Co., LLP

2. Address:  
8270 Aspen Street

Rancho Cucamonga, CA 91730

3. Telephone No.: (909) 466-4410

FAX No.: (909) 466-4431

4. Information on the size and organizational structure of the firm:

5. Name of Partner who will have primary responsibility for the audit:

Matt Miller

6. Names of Personnel, with their classifications, with will be assigned to the audit:

<u>Name</u>	<u>Classification</u>
<u>See page 13</u>	<u></u>
<u></u>	<u></u>

7. Resumes of the staff members to be assigned to the engagement. The resumes should indicate:

- a. Position in firm
- b. Years of experience
- c. Experience in the area of school district and governmental auditing

**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

d. Education

Statement of Qualifications

8. List of California school district audits the firm has performed within the last 3 years, or is under contract to perform (indicate those audits performed by the local office and fiscal year(s) audited).

Appendix III - Listing of Clients

9. List other governmental agency audits performed by the firm or now under contract to perform (indicate those audits performed by the local office and fiscal years audited).

Appendix III - Listing of Clients

10. Indicate the experience of the firm's staff members who will be assigned to this audit in the areas of California school district audits or governmental agency audits.

Appendix I - Resumes

11. A statement of the firm's understanding of the work to be performed.

See Description of Services and Work Plan (Section E)

12. Statement, in general, of the audit approach to be applied.

See page 22

13. Statement, in general, of the level and nature of support that will be required of the District by the auditor.

Our auditors will require minimal support from District personnel given prior years' knowledge and experience with the client. General inquiries will be made to update personnel and procedures when applicable.

14. Indicate the percentage of the audit work the firm expects to accomplish in each month:

<u>Month</u>	<u>Percent of Work to be Done</u>
May	50%
June	
July	
August	
September	25%
October	25%

**PERRIS UNION HIGH SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
AUDITING SERVICES**

November

100%

Statement of Qualifications – (Continued)

15. Statement of Compliance with Other General Requirements.

Yes  No  (If No, specify items of non-compliance).

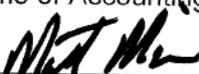
16. Additional comments regarding the firm's qualifications:

VTD will offer one workshop per year for the District office and sites to review internal control procedures (ASB's or Attendance) or assist in training Perris Union HSD personnel.

Our Firm is determined to provide the best quality service to our clients. Thus, we understand the importance of providing supplementary support, such as one-on-one assistance to our clients relating to certain areas of concern.

Vavrinek, Trine, Day & Co., LLP

\_\_\_\_\_  
Name of Accounting Firm

By:  \_\_\_\_\_

Title: Partner \_\_\_\_\_

Date: February 17, 2012 \_\_\_\_\_