



May 1, 2020

**REQUEST FOR PROPOSAL:
PROFESSIONAL AUDIT SERVICES**

Timeline:

RFP Advertised	May 1, 2020
Proposal Due	May 29, 2020
Notice of Intent to Award	June 12, 2020
Board Approval	June 16, 2020
Contract Finalized	June 26, 2020
Service to Begin	July 1, 2020

Note: This is the District's desired project schedule. The District Reserves the right to modify the schedule.

The Sunset Empire Park & Recreation District is requesting proposals for services of a licensed public accountant or accounting firm whose principal officers performing the audit are independent Certified Public Accountants, with a municipal audit license issued by the State of Oregon, to perform the auditing services listed below with the option of auditing its financial statements for each of the three subsequent years if the District is completely satisfied with the service provided.

An audit of the accounts and financial affairs of the District for fiscal periods from July 1st, through June 30th of each year must be conducted in accordance with the State of Oregon Minimum Standards for Audits of Oregon Municipal Corporations (ORS Chapter 297.465, et seq. [1983]).

Sunset Empire Park & Recreation District is a special district in Seaside, Oregon that was organized on February 14, 1969 and is operating under the provision of the Oregon revised Statutes 266 to provide Park & Recreation services. Services include Sunset Pool, Broadway Field, Seaside Youth Center, Bob Chisholm Community Center, sports & fitness activities, special events, and management of the District. Sources of revenue include fees for services, grants, and property taxes. The District has a total of four (4) funds. The District's operating budget for the last three (3) years has averaged \$2.84 million dollars.

The full proposal can be found on our website at www.sunsetempire.com under public notices & RFP's.

Please direct inquires by phone or email to Marcus Runkle, Finance Manger, 503.738.3311 x104/
mrunkle@sunsetempire.com.