



February 12, 2010

Pasco-Hernando Community College is soliciting requests for quotations/proposals from certified public accounting firms to perform periodic internal reviews of select financial transactions as well as other reviews as necessary. The periodic reviews will be conducted twice annually.

At a minimum, proposing firms should possess experience in auditing not-for-profit organizations. The selected firm will be expected to perform internal reviews twice during the fiscal year to include the following:

- Review the payroll records of approximately 40 employees (faculty, staff and students) each term to validate accurate calculations for pay and fringe benefits based on supporting documentation.
- Review the records of approximately 20 bookstore deposits each term to validate accurate calculations and timely deposits.
- Review the accounts receivable records of approximately 30 student accounts each term to validate that accounts receivables are correct and payments applied correctly.
- Conduct unannounced change fund counts during the fiscal year at each of the three campus bookstores.
- Review approximately 20 travel reimbursement vouchers each term to validate accurate calculations and compliance with Florida Statutes and College policy.
- Review approximately 40 accounts payable vouchers each term to validate proper supporting documentation and timely payment.
- Review once during the fiscal year management controls and administration over issuing transcripts and diplomas, recording final grades to student records, and subsequent changes to student records.
- Review of other issues identified by Management.
- Submit a written report to the College President in November and April of each year indicating the results of the review.

Please submit a proposal indicating your qualifications and the costs for performing these internal reviews during the year as outlined above. Proposals are to be submitted to Debra Whittaker, Purchasing Agent, Pasco-Hernando Community College, 10230 Ridge Road, New Port Richey, FL 34654 by 3.00 p.m. on Friday, February 26, 2010. We expect to make a final decision by March 26, 2010.

While cost will be a major selection criterion, it will not be the only factor considered. The individual or company submitting the proposal must be a Certified Public Accountant and licensed to do business in the State of Florida. Experience in auditing not-for-profit institutions (educational institutions preferred) and knowledge of and familiarity with Florida school laws will also be considered. Letters of recommendation should be included in the proposal. The College reserves the right to select the firm that in its opinion will best meet the College's needs.

We look forward to hearing from you.

Sincerely,

Brian S. Horn
Associate Dean of Administration and Finance/Comptroller