

Finance Committee Minutes April 11, 2016

MEMBERS PRESENT: Dwight L. Hicks, George W. Chapman, Richard W. Baker,
David A. Scharoun

MEMBERS EXCUSED: Patricia Usherwood

MEMBERS ABSENT: None

STAFF PRESENT: Joseph E. O'Hara, Kathleen O'Brien

GUEST PRESENT: None

CALL TO ORDER

The April 11, 2016 Finance Committee Meeting was called to order at 4:45 pm by Chair Dwight Hicks. It was noted for the record that a quorum was present.

Moment of Silence:

At the request of Chairman Hicks, a moment of silence was observed.

APPROVAL OF PREVIOUS MINUTES

Chairman Hicks requested a motion to approve the March 2016 Finance Committee Meeting minutes. The motion was made by George Chapman, seconded by Dick Baker, and unanimously approved.

FINANCE REPORT

Ms. O'Brien presented the March 2016 monthly financial statements. The Supplemental Information was also distributed to Committee Members.

The date in the heading for the Statement of Activities was erroneously printed as February 2016, and should have been March 2016. The statement however did reflect accurately the March 2016 balances.

Specifically the Net Surplus before depreciation on page 3 is \$23,269, vs. the year to date budget of \$5,445. Current Assets are \$613,350 higher than Current Liabilities, resulting in a Current Ratio of 138.42%.

The balance in the Captive Health Care account at March 31, 2016 is \$112,609. George Chapman inquired about recording additional expense for captive health care, to cover claims not submitted as of month end. This practice is referred to as "Incurred, but not received". CFO O'Brien will discuss this idea with our auditors and report back to the Committee.

The following items were available for review by Committee Members:

- All cost center Statements of Activity
- The First Niagara and M&T operating bank account reconciliations and credit card statements for February.

The CFO handed out an updated timeline for the RFP Audit bid process this year.

Changes to the Request for Proposal were discussed, and will be incorporated into the revised copy.

Also a draft of a proposal evaluation form was provided to the Finance Committee members for their consideration.

Additionally, a copy of a cash receipts journal entry was reviewed by the Committee.

OLD BUSINESS:

A question at the February Finance Committee meeting regarding the possibility of distributing surplus senior meals to other neighboring organizations for their use was research. The Food Service Director explained that this is not an option because food must be kept at a specified temperature.

The CFO gave an update on the progress of the year-end financial audit, and noted we are on schedule.

The Line of Credit balance as of January 31, 2016 is \$512,000.

NEW BUSINEES: No new business

COMMUNITY CONCERNS: No community concerns

ADJOURNMENT

Chairman Hicks asked for a motion to adjourn the April 11, 2016 meeting. George Chapman made a motion to adjourn; the motion was seconded by Dick Baker; all voted in favor, and the meeting was adjourned at 5:30 PM.

**P.E.A.C.E., INC.
MONTHLY FINANCIAL STATEMENTS
FOR MARCH 2016**

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People's Equal Action and Community Effort, Inc.
Statement of Financial Position
 AS OF MARCH 31, 2016

AS OF
MARCH 31, 2016

ASSETS	
CURRENT ASSETS	
Cash	497,680
Receivables	844,142
Prepaid Expenses	470,631
Inventory	343,834
Other Assets	53,359
Total CURRENT ASSETS	<u>2,209,647</u>
PROPERTY	
Land	200,500
Buildings	2,742,270
Leasehold Improvements	4,599,427
Vehicles	2,623,922
Equipment	1,045,043
Construction In Progress	0
Accumulated Depreciation	<u>(8,905,059)</u>
Total LONG TERM ASSETS	<u>2,306,103</u>
Total ASSETS	<u><u>4,515,749</u></u>

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People's Equal Action and Community Effort, Inc.
Statement of Financial Position
 AS OF MARCH 31, 2016

AS OF
 MARCH 31, 2016

LIABILITIES & NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable Trade	222,083
Short Term Borrowings	512,000
Accrued Payroll & Related Liabilities	125,018
Accrued Compensated Absences	270,316
Accrued Expenses	749
Deferred Revenue	465,593
Custodial Accounts	164
Deposits	375
Total	1,596,297
LONG TERM LIABILITIES	
Long Term Mortgage Payable	0
Total LONG TERM MORTGAGE PAYABLE	0
NET ASSETS	
Unrestricted	2,921,859
Temporarily Restricted	(2,407)
Total NET ASSETS	2,919,452
Total LIABILITIES	4,515,749

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People's Equal Action and Community Effort, Inc.
Statement of Activities
For One Month Ending February 29, 2016

	Annual Budget	Year To Date Budget	Current Year Year To Date	Prior Year Actual Year To Date
REVENUE:				
Direct Contributions & Fundraising	\$ 216,387	\$ 36,065	\$ 35,628	\$ 37,823
Government Agencies	17,583,772	2,930,628	2,320,570	2,403,415
Rental Income	60,935	10,156	10,358	10,203
Service Fees	768,514	128,086	88,108	99,337
Service Fees - Energy & Housing Fee for Service	432,053	72,009	420	34,538
In-Kind Revenue	3,203,877	533,979	651,133	376,847
Dividend, Interest & Other Income	145	24	204	100
Total	22,265,682	3,710,947	3,106,420	2,962,261
EXPENSES				
Salaries	10,507,922	1,751,320	1,243,234	1,248,454
Payroll Taxes & Fringe Benefits	3,275,774	545,961	502,890	476,301
Professional Fees & Contract Services	1,008,808	168,134	78,938	54,885
Conferences & Travel	330,642	55,106	23,592	41,945
Occupancy Costs	1,154,314	192,385	195,214	269,461
Consumable Supplies	1,629,832	271,638	256,691	227,026
Equipment Expense	207,653	34,608	16,701	10,583
Insurance	312,822	52,087	43,939	41,684
Telephone	159,232	26,538	26,596	24,080
Printing, Postage & Dues	102,429	17,071	26,200	17,335
Vehicle Maintenance	228,897	38,149	12,886	16,010
Interest Expense	7,000	1,167	3,082	390
Other Costs & Loss on Disposals	104,155	17,359	2,054	1,549
In-Kind	3,203,877	533,979	651,133	376,847
Total	22,233,055	3,705,502	3,083,150	2,806,549
NET SURPLUS (DEFICIT)	32,627	5,445	23,269	155,713
DEPRECIATION				
Buildings & Leasehold Improvements	(185,117)	(30,853)	(30,907)	(46,929)
Equipment, Vehicles, and Software	(163,202)	(27,200)	(30,641)	(33,639)
Total	(348,319)	(58,053)	(61,548)	(80,568)
CHANGE IN NET ASSETS	\$ (315,692)	\$ (52,609)	\$ (38,278)	\$ 75,144

People's Equal Action and Community Effort, Inc.
Statement of Activities
For One Month Ending February 29, 2016

	Fundraising	Non-Allocable	Indirect Pool	Trans & Maint
REVENUE:				
Direct Contributions & Fundraising	160			
Government Agencies				
Rental Income				
Service Fees				
Service Fees - Energy & Housing Fee for Service			1,387	6,176
In-Kind Revenue		200		
Dividend, Interest & Other Income		200	1,387	
Total	160	200	1,387	6,176
EXPENSES				
Salaries			154,068	
Payroll Taxes & Fringe Benefits			43,084	
Professional Fees & Contract Services			382	103
Conferences & Travel			2,659	763
Occupancy Costs			21,817	(2,165)
Consumable Supplies		5,128	3,092	2,493
Equipment Expense			2,688	1,038
Insurance			2,383	2,196
Telephone			2,430	1,385
Printing, Postage & Dues		15	7,386	
Vehicle Maintenance			305	(5,814)
Interest Expense		3,082		
Other Costs & Loss on Disposals	4	(8,836)	(240,294)	
In-Kind	4	(611)	1,387	6,176
NET SURPLUS (DEFICIT)	156	811	0	-
DEPRECIATION				
Buildings & Leasehold Improvements		(30,907)		
Equipment, Vehicles, and Software		(30,609)		
Total	-	(61,516)	-	-
CHANGE IN NET ASSETS	156	(60,704)	0	-

People's Equal Action and Community Effort, Inc.
Statement of Activities
For One Month Ending February 29, 2016

	Grants	Rental Properties	Other
REVENUE:			
Direct Contributions & Fundraising			35,468
Government Agencies	2,320,570		
Rental Income		10,358	
Service Fees			88,108
Service Fees - Energy & Housing Fee for Service			420
In-Kind Revenue	642,356		1,214
Dividend, Interest & Other Income	3		0
Total	2,962,929	10,358	125,210
EXPENSES			
Salaries	1,003,232	659	85,275
Payroll Taxes & Fringe Benefits	416,182	581	43,043
Professional Fees & Contract Services	75,074	36	3,343
Conferences & Travel	20,072		98
Occupancy Costs	152,400	2,960	20,203
Consumable Supplies	331,068		(85,090)
Equipment Expense	12,717		257
Insurance	35,857	690	2,815
Telephone	21,977	9	795
Printing, Postage & Dues	11,984		6,815
Vehicle Maintenance	16,794		1,601
Interest Expense	-		
Other Costs & Loss on Disposals	231,782	146	19,252
In-Kind	642,356		1,214
Total	2,971,493	5,080	99,621
NET SURPLUS (DEFICIT)	(8,564)	5,278	25,589
DEPRECIATION			
Buildings & Leasehold Improvements			-
Equipment, Vehicles, and Software		(32)	-
Total	-	(32)	-
CHANGE IN NET ASSETS	(8,564)	5,246	25,589

PEACE, INC.
CURRENT RATIO
AS OF MARCH 31, 2016

	CURRENT ASSETS	CURRENT LIABILITIES	CURRENT RATIO	DIFFERENCE IN DOLLARS
1/31/05	2,029,803	2,184,993	92.90%	(155,190)
1/31/06	1,589,391	1,792,909	88.65%	(203,518)
1/31/07	1,775,617	1,891,171	93.89%	(115,554)
1/31/08	2,321,076	2,355,826	98.52%	(34,750)
1/31/09	1,576,343	1,754,019	89.87%	(177,676)
1/31/10	3,286,876	3,284,011	100.09%	2,865
1/31/11	3,744,177	3,531,750	106.01%	212,427
1/31/12	2,306,292	1,866,324	122.26%	419,968
1/31/13-FIRST CLOSE	1,949,478	1,278,319	152.50%	671,159
1/31/14 - FIRST	1,493,007	895,712	166.68%	597,295
1/31/15 FINAL	2,679,027	2,135,917	125.43%	543,110
NOT CALCULATED DUE AS 1/31/15 NOT CLOSED FOR FISCAL YEAR END				
2/28/15	2,237,043	1,697,920	131.75%	539,123
3/31/15	1,827,041	1,271,295	143.71%	555,746
4/30/15	1,779,511	1,206,455	147.50%	573,056
5/31/15	1,756,219	1,174,074	149.58%	582,145
6/30/15	1,726,384	1,163,882	148.33%	562,502
7/31/15	1,674,443	1,149,687	145.64%	524,756
8/31/15	1,804,534	1,224,188	147.41%	580,346
9/30/15	2,105,372	1,503,885	140.00%	601,487
10/31/15	2,285,790	1,657,816	137.88%	627,974
11/30/15	1,799,419	1,148,625	156.66%	650,794
12/31/15	2,312,267	1,667,694	138.65%	644,573
1/31/16 FIRST CLOSE				
2/29/16				
3/31/16	2,209,647	1,596,297	138.42%	613,350
NOT CALCULATED DUE AS 1/31/16 NOT CLOSED FOR FISCAL YEAR END				

AS OF:

PEACE, INC.
 FINANCIAL STATEMENT NOTES AND COMMENTS
 AS OF MARCH 31, 2016

CURRENT RATIO STATUS

The current ratio is an analysis of current assets divided by current liabilities. The goal is to have at least 100%, to ensure we have enough current assets to cover our current liabilities.

The current ratio for March 31, 2016 is 138.42%, which equates to current assets \$613,350 higher than current liabilities.

NET SURPLUS (DEFICIT) BEFORE DEPRECIATION

The budgeted net income before depreciation year to date is \$5,445 and actual is \$23,269. The change in net assets after depreciation is (\$38,278).

An overview of the components making up this \$23,269 is:

<i>From Normal Operations:</i>	
Senior Nutrition	35,955
Non-Allocable	811
Centro and SCSD Parent Liaison	7,724
Rental Properties	5,278
Energy & Housing Fee for Service	420
Fundraising	156
Other	1,769
Includes HCR Temporarily restricted inc & exp, Capital Improve/Repair Expenses, Program Income Indirect Cost not allowed on grant	(22,494)
	<u>29,619</u>
<i>From "Timing Differences" (over period of more than one year the net effect is \$0)</i>	
Fixed Asset Purchases	(6,350)
Special Donation Accounts	(6,350)
	<u>23,269</u>

LINE OF CREDIT

BALANCE BEGINNING OF MONTH	\$	(870,000.00)
3/8/16 PAYMENT		358,000.00
BALANCE AT END OF MONTH	\$	<u>(512,000.00)</u>
Current month interest expense	\$	1,954.56
Date interest paid		3/30/16

CAPITAL IMPROVEMENT/REPAIR CASH ACCOUNT

Balance at Beginning of Month	\$	295,220.28
Deposits:		
Balance at End of Month	\$	<u>295,220.28</u>

INDIRECT RATE

The final rate for the year ending 1/31/15 is 24.4%
The provisional rate for the year ending 1/31/16 is 24.7%

3/16	22.14%
3/15	23.82%

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ANALYSIS OF IN-KIND AND HEAD START ADMINISTRATIVE RATES:

Unless otherwise stated, the booked In-Kind includes entries are through the previous month, due to the quick close of financial statements each month. Therefore, the In-Kind below includes an estimate for the current month based on actual for the prior month.

	IN-KIND (MAJOR GRANTS)	IN-KIND	EXPENDITURES	%	REQUIRED
2403 Head Start		343,245	1,097,181		
2503 Early Head Start		161,375	329,091		
TOTAL HS & EHS		504,620	1,426,272	0.35	0.25

This is the end of the summer months when many classes are not in session, so In-Kind should increase with new school year.

4012 CSBG 2,368,881 715,662 3.31 0.25

ADMINISTRATIVE RATE

HEAD START (NOT TO EXCEED) ADMIN. RATE REQUIRED

2403 Head Start (2/16 - 1/17) 0.11 0.15
 2503 Early Head Start (2/16-1/17) 0.10 0.15

WEATHERIZATION FEE FOR SERVICE PROGRAMS

Net income for Fee for Service programs is:

	Current Month	Year To Date
9120 Assisted Home Performance	(15)	-
9125 Empower New York	-	-
9310 DEHS Fee for Service	420	420
9600 Multifamily Performance	-	-
	405	420

ACCRUAL ACCOUNTING

We are accruing invoices for not only the indirect pool, but also any projects that are not cash basis. This includes projects such as the rental locations and temporarily restricted accounts. waiting for year end.

DEPRECIATION

Purchases with grant funds - we recognize the revenue when we purchase the fixed asset. Then in subsequent years, we must reflect the depreciation as an expense that hits our "Change in Net Assets".

Purchases made with unrestricted funds or from non grant sources are analyzed to determine how much of the depreciation expense can be covered by the grants. Because the grant resources are so tight, this is not always accomplished.

PEACE, INC.
CAPTIVE HEALTH CARE PREMIUMS AND EXPENDITURES
AS OF MARCH 31, 2016

Captive Health began October 2014

PREMIUMS
ADDITIONAL PAYMENTS FROM PEACE

	10/14-1/16	ESTIMATE 18% INCR 2/15 12% INCR 2/16 Feb 16	ESTIMATE 18% INCR 2/15 12% INCR 2/16 Mar 16	LIFE TO DATE TOTAL
2,460,161.25	155,795.99	157,227.42	2,773,184.66	
2,460,161.25	155,795.99	157,227.42	2,773,184.66	
Weekly Claims				
Week 1	258,806.49	10,566.15	20,323.24	289,695.88
Week 2	294,047.78	10,462.81	23,811.51	328,312.10
Week 3	413,073.83	33,821.89	8,432.86	465,328.58
Week 4	501,203.28	19,994.75	10,440.71	531,638.74
Week 5	110,479.51	55,145.31		165,624.82
Reimbursement from Roundstone - over Cap	(249,551.46)			(249,551.46)
	1,328,059.43	74,835.60	118,153.63	1,521,048.66

Biweekly Non-Claims				
1st Biweek	129,390.73	7,258.17	7,895.51	144,544.41
2nd Biweek	263,967.42	11,301.42	17,122.28	292,391.12
3rd Biweek	7,407.00			7,407.00
	400,765.15	18,559.59	25,117.79	444,442.53
Stop Loss	415,448.87	25,368.72	26,888.48	467,506.07
TPA Fee	190,736.00	11,462.50	11,790.00	213,988.50
ACA Trans Reimbursement	13,552.00			13,552.00
Printing fee for deposit slips	37.49			37.49
TOTAL EXPENDITURES	2,348,598.94	130,226.41	181,749.90	2,660,575.25
CHANGE FOR MONTH	111,562.31	25,569.58	(24,522.48)	112,609.41
CASH BALANCE	137,131.89	112,609.41		

COMPARISON WITH OLD RATES:

PREMIUMS FROM 1 YEAR AGO (2 YR AS OF 10/15)	2,520,134.77	164,025.93	145,995.76	2,830,156.46
ADD: 18% ANTICIPATED INCREASE	532,207.93	49,207.78	43,798.73	625,214.44
TOTAL PRIOR YEAR PREMIUM WITH ANTICIPATED INCREASE	3,052,342.70	213,233.71	189,794.49	3,455,370.90
PREMIUMS PAID INTO ACCOUNT	2,414,137.52	155,795.99	157,227.42	2,727,160.93
ADD: ADDITIONAL DEPOSITS MADE TO COVER CLAIMS	46,023.73			46,023.73
TOTAL PAYMENTS TO FUND	2,460,161.25	155,795.99	157,227.42	2,773,184.66
SAVINGS	592,181.45	57,437.72	32,567.07	682,166.24

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PEACE, INC.
COMPARATIVE INFORMATION BY PROGRAM
AS OF MARCH 31, 2016

NOTES:

REVENUE: The budget revenue includes 1/12 of salaries and corresponding revenue.

The actual salaries are only one payroll, due to the first payroll was accrued as of 1/31/16

NET: Food services reflects income of \$35,955, which will be adjusted to \$0 at year ending 1/31/17.

CC	REVENUE		NET		PROGRAM
	ANNUAL BUDGET	YTD BUDGET	ANNUAL BUDGET	YTD BUDGET	
		YTD ACTUAL		YTD ACTUAL	
3555 BBBS OSWEGO	6,925.00	1,154.16	(1,130.97)	(188.48)	BBBS
3610 BBBS THORN FAMILY FOUND	-	1,116.66	-	-	BBBS
3611 BBBS JOHN BEN SNOW	7,000.00	278.36	-	-	BBBS
3612 BBBS CDBG	-	2,019.65	-	-	BBBS
3652 BBBS ONONDAGA CO.	11,866.00	6,566.66	(2,281.85)	(380.30)	BBBS
4012-554 CSBG	218,209.70	2,560.43	-	-	BBBS
9137 BBBS UNITED WAY	37,233.00	39,808.13	-	-	BBBS
	281,233.70	57,800.04	(3,412.82)	(568.78)	
152 CAPITAL IMPROVE/REPAIR	120.00	-	(1,880.00)	(313.32)	CAPITAL IMPROVE
	120.00	-	(1,880.00)	(313.32)	
9082 CENTRO	768,513.90	81,763.48	69,864.90	11,644.18	CENTRO
	768,513.90	81,763.48	69,864.90	11,644.18	
4012-502 CSBG	99,357.96	252,526.61	-	-	COMM SVC
4012-530 CSBG	95,438.75	15,906.45	-	-	COMM SVC
4012-532 CSBG	160,827.41	27,044.62	-	-	COMM SVC
4012-533 CSBG	118,034.74	19,333.88	-	-	COMM SVC
4012-534 CSBG	177,116.24	24,644.05	-	-	COMM SVC
4012-535 CSBG	187,716.00	34,252.31	-	-	COMM SVC
4012-536 CSBG	146,382.33	22,718.54	-	-	COMM SVC
4012-537 CSBG	279,259.41	76,243.23	-	-	COMM SVC
4140 UNITED WAY ETC	70,000.00	34,676.58	-	-	COMM SVC
4143 HPNAP	6,541.84	1,503.97	-	-	COMM SVC
5101 WEST & CNY HEALTH FOUND	-	15,000.00	-	-	COMM SVC
5102 GIFFORD FOUNDATION	-	-	-	-	COMM SVC
9410 IND DEV ACCT	1,340,674.68	508,103.07	-	-	COMM SVC
	223,445.66	343.00	-	-	
9015 CEFRC	-	-	-	-	DONATIONS
9040 CW SPECIAL DONATIONS	-	-	-	-	DONATIONS
9260 FGP RECOGNITION	-	-	-	-	DONATIONS

PEACE, INC.
 COMPARATIVE INFORMATION BY PROGRAM
 AS OF MARCH 31, 2016

NOTES:

REVENUE: The budget revenue includes 1/12 of salaries and corresponding revenue. The actual salaries are only one payroll, due to the first payroll was accrued as of 1/31/16

NET: Food services reflects income of \$35,955, which will be adjusted to \$0 at year ending 1/31/17.

REVENUE

CC	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	PROGRAM
9500 MISC - HS	-	-	100.00	DONATIONS
9506 FOOD PANTRY	-	-	-	DONATIONS
9508 FOOD SVC - MISC	-	-	-	DONATIONS
10801 HS ADMIN	-	-	-	DONATIONS
10802 HS B'VILLE	-	-	-	DONATIONS
10804 HS JORDAN	-	-	44.80	DONATIONS
10805 HS ST. DANIEL'S	-	-	-	DONATIONS
10806 HS MANOS	-	-	-	DONATIONS
10807 HS ST. BRIGID	-	-	-	DONATIONS
10810 HS LAFAYETTE	-	-	1,615.00	DONATIONS
10816 HS SUMNER	-	-	1,192.00	DONATIONS
10819 ESFRC	-	-	-	DONATIONS
10822 CFRC	-	-	-	DONATIONS
10823 CSFRC	-	-	-	DONATIONS
10826 EHS ADMIN PREG CARE	-	-	-	DONATIONS
10828 BBBS	-	-	-	DONATIONS
10829 BBBS BOWL KIDS SAKE	-	-	4,725.00	DONATIONS
10831 FOSTER GRANDPARTENT	-	-	-	DONATIONS
10832 COMMUNITY DEVEL	-	-	20.00	DONATIONS
10834 CS CROP WALK	-	-	-	DONATIONS
10835 CW EMERGENCY	-	-	-	DONATIONS
10839 SSFRC COORD	-	-	-	DONATIONS
10842 COUNTY WEST KIDZ RULE	-	-	-	DONATIONS
10844 ESFRC COORDINATOR	-	-	-	DONATIONS
10845 SSFRC	-	-	40.00	DONATIONS
10850 EASTWOOD SENIOR CENTER	-	-	350.00	DONATIONS
10851 PROJ CONNECTION	-	-	-	DONATIONS
10854 BBBS OTHER	-	-	915.64	DONATIONS
10856 CSFRC	-	-	200.00	DONATIONS
10860 ADOPT A FAMILY	-	-	-	DONATIONS
10861 CAMP FUND	-	-	200.00	DONATIONS
10863 WSFRC YOUTHR ADV COUNCIL	-	-	-	DONATIONS
10864 KIDS	-	-	-	DONATIONS
10866 TRANSPORTATION	-	-	-	DONATIONS
10867 FSC LUNCH & LEARN	-	-	-	DONATIONS
10868 EMPLOYEE EMERGENCY	-	-	-	DONATIONS
10870 DEHS	-	-	-	DONATIONS
10871 YOUTH ADVISORY	-	-	-	DONATIONS

NET

ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	PROGRAM
-	-	124.63	DONATIONS
-	-	(10.96)	DONATIONS
-	-	(69.90)	DONATIONS
-	-	(436.72)	DONATIONS
-	-	-	DONATIONS
-	-	(250.00)	DONATIONS
-	-	369.47	DONATIONS
-	-	476.80	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	(5,140.14)	DONATIONS
-	-	(23.95)	DONATIONS
-	-	20.00	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	40.00	DONATIONS
-	-	215.00	DONATIONS
-	-	150.00	DONATIONS
-	-	(337.55)	DONATIONS
-	-	(967.62)	DONATIONS
-	-	-	DONATIONS
-	-	200.00	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	-	DONATIONS
-	-	(620.00)	DONATIONS
-	-	150.00	DONATIONS

PEACE, INC.
COMPARATIVE INFORMATION BY PROGRAM
AS OF MARCH 31, 2016

NOTES:
REVENUE: The budget revenue includes 1/12 of salaries and corresponding revenue.
The actual salaries are only one payroll, due to the first payroll was accrued as of 1/31/16

NET: Food services reflects income of \$35,955, which will be adjusted to \$0 at
year ending 1/31/17.

CC	REVENUE		NET		PROGRAM
	ANNUAL BUDGET	YTD ACTUAL	ANNUAL BUDGET	YTD ACTUAL	
10875 SSFRC SENIORS	-	9,745.44	-	(222.31)	DONATIONS
9120 ASSIST HOME PERF	-	-	-	-	E&H FFS
9125 EMPOWER	384,456.67	64,076.10	2,682.33	447.09	E&H FFS
9310 DEHS FEE FOR SERVICE	47,596.32	7,932.70	20,839.06	3,473.45	E&H FFS
9600 MULTI FAMILY PERF	-	-	-	420.00	E&H FFS
	432,052.99	72,008.80	23,521.39	3,920.54	
3817 EASTWOOD OFA	25,000.00	4,166.66	-	-	EASTWOOD
4012-584 CSBG	154,489.45	25,748.24	-	-	EASTWOOD
	179,489.45	29,914.90	-	-	
3011 UW START/STAY HEALTHY	45,575.00	7,595.82	-	-	FGP
3312 FGP CNCS	59,182.00	9,863.66	-	-	FGP
3313 FGP CNCS	393,126.00	65,521.00	-	-	FGP
3342 FGP CNVD50	-	288.67	-	-	FGP
3352 SYR CITY SCHOOL FGP	350,000.00	58,333.32	-	-	FGP
3355 SCSD PARENT LIAISON	-	-	-	-	FGP
3356 SCSD PARENT LIAISON	60,000.00	3,202.34	5,455.00	909.18	FGP
3361 FGP ELMCREST	-	98.35	-	-	FGP
3490 NYS OFFICE FOR THE AGING	5,778.00	963.00	-	-	FGP
	913,661.00	152,276.80	5,455.00	909.18	FGP
1700 FOOD SERVICES	-	1,214.00	-	-	FOOD SVC
3232 FSD OFA	-	(22.80)	-	(22.80)	FOOD SVC
3233 FSD OFA	508,818.24	88,643.62	(140,887.17)	(23,481.09)	FOOD SVC
4012-581 CSBG	232,551.51	40,177.37	-	-	FOOD SVC
9360 FOOD SERV - MEAL CONTR	140,887.17	23,481.18	140,887.17	23,481.18	FOOD SVC
9380 FOOD SERV DIVISION	-	-	-	-	FOOD SVC
	882,256.92	147,042.80	-	0.09	
	-	155,734.37	-	35,955.18	
100 FUNDRAISING	75,500.00	12,583.32	50,481.30	8,413.71	FUND
	-	160.00	-	-	
	-	-	-	155.61	

PEACE, INC.
COMPARATIVE INFORMATION BY PROGRAM
AS OF MARCH 31, 2016

NOTES:

REVENUE: The budget revenue includes 1/12 of salaries and corresponding revenue.

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NET: Food services reflects income of \$35,955, which will be adjusted to \$0 at year ending 1/31/17.

CC	REVENUE		NET		PROGRAM
	ANNUAL BUDGET	YTD BUDGET	ANNUAL BUDGET	YTD BUDGET	
	75,500.00	12,583.32	160.00	8,413.71	
3131 DHCR - LANDLORD CONTR					
3177 HCR	2,019,815.00	336,635.82	6,344.53	-	HCR
3178 HRC	-	-	237,651.65	(15,435.18)	HCR
			925.00	-	HCR
	2,019,815.00	336,635.82	244,921.18	(15,435.18)	
2092 USDA CACFP	465,957.00	77,659.50	133,254.12	-	HS
2199 JIM BOEHEIM FOUND	-	-	41.52	-	HS
2403 HEAD START	10,490,158.00	1,748,359.64	1,303,861.09	-	HS
2453 HS T&TA	73,451.00	12,241.82	3,273.57	-	HS
2503 EARLY HEAD START	3,596,142.00	599,357.00	435,597.90	-	HS
2552 EHS T&TA	70,651.00	11,775.16	-	-	HS
2553 EHS T&TA	-	-	2,249.37	-	HS
2602 SYR CITY UPK	374,400.00	62,400.00	43,882.41	-	HS
2702 LAFAYETTE UPK	6,875.00	1,145.82	1,149.42	-	HS
2802 SCSD EPK	-	-	9,584.77	-	HS
	15,077,634.00	2,512,938.94	1,932,894.17	-	
1010 MAIN OFFICE	-	-	674.44	(42,512.66)	INDIRECT POOL
1014 SUPPLEMENTAL COSTS	-	-	-	(18,189.02)	INDIRECT POOL
1020 EXECUTIVE OFFICE	-	-	-	(52,527.76)	INDIRECT POOL
1030 HR	-	-	-	(38,682.17)	INDIRECT POOL
1040 FISCAL	-	-	-	(38,840.82)	INDIRECT POOL
1070 MIS	-	-	762.38	(79,344.88)	INDIRECT POOL
1080 PROGRAM OVERSIGHT	-	-	-	(17,866.85)	INDIRECT POOL
1090 BOARD OF DIRECTORS	-	-	-	(33,433.05)	INDIRECT POOL
1095 INDIRECT POOL ALLOCATION	-	-	-	(923.93)	INDIRECT POOL
	-	-	1,386.82	370,775.64	INDIRECT POOL
	-	-	-	0.98	
150 NON-ALLOCABLE	25.00	4.16	200.00	(3,537.44)	NON-ALLOC
153 NON-ALLOCABLE DEPREC	-	-	-	(58,021.14)	NON-ALLOC
	25.00	4.16	200.00	(61,558.58)	
				(60,701.38)	

PEACE, INC.
 COMPARATIVE INFORMATION BY PROGRAM
 AS OF MARCH 31, 2016

NOTES:

REVENUE: The budget revenue includes 1/12 of salaries and corresponding revenue.
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NET: Food services reflects income of \$35,955, which will be adjusted to \$0 at
 year ending 1/31/17.

CC	REVENUE		NET		PROGRAM
	ANNUAL BUDGET	YTD BUDGET	ANNUAL BUDGET	YTD BUDGET	
		YTD ACTUAL		YTD ACTUAL	
3751 OPWDD	137,063.00	22,843.82	3,444.95	-	PROJ CONN
3752 OPWDD	-	-	9,799.10	-	PROJ CONN
4012-552 CSBG	11,335.33	1,889.22	4,126.44	-	PROJ CONN
	148,398.33	24,733.04	17,370.49	-	
3475 OFA N'HOOD ADV	35,000.00	5,833.32	5,190.56	-	PROJ ROSE
3476 OFA EISEP	40,500.00	6,750.00	6,082.28	-	PROJ ROSE
3477 OFA N'HOOD ADV	-	-	33.50	-	PROJ ROSE
3478 OFA EISEP	-	-	33.50	-	PROJ ROSE
4012-311 CSBG	9,872.66	1,645.44	1.17	-	PROJ ROSE
	85,372.66	14,228.76	11,341.01	-	
7020 TULLY	4,125.00	687.50	750.00	96.90	RENTALS
7042 TULLY - ARISE	5,984.00	997.32	1,088.00	810.88	RENTALS
7100 BASSETT - DEC	50,825.76	8,470.96	8,520.08	1,626.74	RENTALS
7120 BASSETT - SYR PRE-K	-	-	-	(2,160.48)	RENTALS
	60,934.76	10,155.78	10,358.08	374.04	
1500 TRANSPORTATION	-	-	-	-	TRANS & MAINT
1600 MAINTENANCE	-	-	6,175.96	-	TRANS & MAINT
	-	-	6,175.96	-	
9813 YEAR END ACCRUALS	-	-	(92,830.24)	-	Y/E ACCRUALS
	-	-	(92,830.24)	-	
MINOR DIFF	(0.39)	0.32	0.77	(0.20)	
	(0.39)	0.32	0.77	(0.20)	
				4.14	
				4.14	
				(315,692.00)	
	22,265,682.00	3,710,947.00	3,106,420.00	(52,609.00)	(38,278.00)

PEACE, INC.
 AUDIT RFP
 TIMELINE
 FOR SUMMER OF 2016

REVISED: 4/8/16

RFP 2011	RFP 2016		
	3/14/16	Finance Committee Meeting	Launch timeline and information at Finance Committee meeting
	4/11/16	Finance Committee Meeting	Hand out prior RFP "Request for Proposal"
	4/12/16 Tues		Collect changes to "Request for Proposal", and incorporate into document
	5/18/16 Wed	Finance Committee Meeting	Run ad - response by Tuesday, May 31, and will then send "Request for Proposals" Wednesday on June 1, 2016
	5/31/16 Tues		Report list of respondents to date
	6/1/16 Wed		Responses to ad due
	6/23	6/24/16 Fri	Mail "Request for Proposals"
	6/27	6/29/16 Wed	Questions for Bidder's Conference due
	7/27	7/29/16 Fri	Bidders' Conference
			Proposals Due
		8/1/16-9/9/16	Finance Committee to review proposals, and select firm
		9/12/16 Mon	Notify firms of results

P.E.A.C.E., INC.
 SUPPLEMENTAL FINANCIAL INFORMATION
 PREPARED FOR FINANCE COMMITTEE
 AS OF MARCH 31, 2016

FILE: CONTROLLER/FINANCIALS/SUPPLEMENTAL
 FINANCIAL INFORMATION

NOTE: All cost center Statement of Activities are available for all Finance Committee and Board Meetings
 A copy of the Fiscal Policy and Procedure manuals is present at all Finance Committee and Board Meetings.
 Note - there are no Finance Committee or Board meetings during the months of July and August.

UNRELATED BUSINESS INCOME (TO BE UPDATED PERIODICALLY)

OUTSIDE OF COUNTY:

BBBS OSWEGO CO. GRANT
 MULTIFAMILY PERFORMANCE PROGRAM

NOT UNRELATED BUSINESS PER AUDITORS

OUTSIDE OF LOW INCOME GUIDE:

ASSISTED HOME PERFORMANCE

TOTAL

3,106,420

%

0%

GUIDE - % OF ALL REVENUE

15% - 30%

BANK ACCOUNTS

BANK	DESCRIPTION	G/L ACCT #	BALANCE AT MONTH END	MONTH LAST RECONCILED
FIRST NIAGARA	Operating	01-1000-00000	63,249.87	3/16
KEY BANK	DHCR Landlord Contr.	01-1004-00000	10,287.41	2/16
SYRACUSE CREDIT UNION	Indiv. Devel. Acct.	01-1007-00000	7,251.10	1/16 Qtrly Statements
M&T	Operating for HS	01-1010-00000	2,002.16	3/16
FIRST NIAGARA	Capital Improvement/Repair Account	01-1012-00000	295,220.28	2/16
FIRST NIAGARA	Health Captive Account	01-1015-00000	112,609.41	3/16
All Petty Cash			7,060.00	
			<u>497,660.23</u>	

NOTE: The two main operating accounts for First Niagara and M&T are reconciled before statements are released for the month.
 The remaining account reconciliations are due by the end of the subsequent month, with the exception of Syracuse Credit Union
 who changed to quarterly statements. The reconciliation for the quarterly statement is due at the end of the subsequent month.

1

REVIEW OF OPERATING CASH ACCOUNTS AND CREDIT CARD STATEMENTS:

OPERATING CASH ACCOUNTS:

	REVIEWER	<u>FEBRUARY</u>
FIRST NIAGARA	GEORGE CHAPMAN	<u>AVAIL</u>
M&T	GEORGE CHAPMAN	<u>AVAIL</u>

The above operating bank account reconciliations are presented to the Finance Committee, and a committee member initials upon review. The reconciliations are presented for the prior month, as we close and present monthly financial statements so quickly.

CREDIT CARD STATEMENTS:

		<u>FEBRUARY</u>
FIRST NIAGARA (OPERATING) GENERAL PURCHASES	GEORGE CHAPMAN	<u>AVAIL</u>
FIRST NIAGARA (DMV) VEHICLE REGISTRATIONS	DICK BAKER	<u>AVAIL</u>
HOME DEPOT USED BY E&H, MAINTENANCE	DAVE SCHAROUN	<u>AVAIL</u>
WEGMANS USED BY HEAD START, FOOD SERVICES	DWIGHT HICKS	<u>AVAIL</u>
VALVOLINE USED BY VARIOUS DIRECTORS - OIL CHANGES	DICK BAKER	<u>AVAIL</u>
FIRST NIAGARA FOR RED CROSS TRAINING	?	<u>AVAIL</u>

The above credit card statements are presented to the Finance Committee, and a committee member initials upon review. The credit card statements are for the prior month as we close the books quickly.

FINANCE
COMMITTEE
REVIEW

OTHER TO REVIEW:

Cost Allocation - annual review	1/11/16
NYS Vendor Responsibility Questionnaire (annual) Copy available for review	1/11/16
Cash Receipts - periodic	4/11/2016
Cash Disbursements - periodic	10/20/2014

AGED ACCOUNTS RECEIVABLE AS OF 2/29/16

NOTE: Not prepared as still in the process of finalizing the January 31, 2016 financial statements for year end.

AGED ACCOUNTS PAYABLE AS OF 2/29/16

<u>M&T BANK</u>								
TOTAL	2,348.73	1,834.73	514.00	-	-	-	-	-
%	100%	78%	22%	0%	0%	0%	0%	0%
Description of items over 90 days old:								
None								
# of invoices over 90 days old								
<u>FIRST NIAGARA</u>								
TOTAL	209,993.37	97,543.28	107,453.07	4,997.02	-	-	-	-
%	100%	46%	51%	2%	0%	0%	0%	0%
Description of items over 90 days old:								
None								
# of invoices over 90 days old								

VOUCHERING FOR ALL OTHER BILLINGS (RENTS, CENTRO, ETC)

The CFO maintains a list of due dates for all vouchers.

All other vouchers have been sent during the month Yes

If not, explain:

REQUIRED TAX FILINGS

The CFO has reviewed that all required tax filings have been submitted on time (payroll and corporate) Yes

CASH FORECAST

We prepare as needed. Forecasted information may be included on the daily cash balance report.

As of February 29, 2016 our line of credit balance was \$512,000.00

The Head Start/Early Head Start meal counts.

	3/16 Quantity
Breakfast	9,395
Lunch	12,883
Snack	8,426
Total Attended	13,034

Appendix

A. Sample Proposal Evaluation

Using the attached form, board/audit committee members who are part of the proposal evaluation process should score proposals individually. Evaluation of each proposal will be scored on the below six factors. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

Total points will be calculated from each board/audit committee member, providing a total point value for each responding Offerer. The Offerer, meeting all of the outlined criteria, that also accumulates the highest total point value will be awarded the contract.


Proposal Evaluation			
Prior audit experience		Point Range	Points Earned
	Prior experience auditing (<i>type of entity</i>)	0 - 15	
	Prior experience auditing similar programs funded by (<i>entity name</i>)	0 - 10	
	Prior experience auditing nonprofit organizations	0 - 5	
Value-added services beyond the audit		0 - 5	
Organization, size, and structure of Offeror's firm			
	Adequate size of the firm	0 - 2	
	Prior independence	0 - 2	
	No conflicts of interest	0 - 2	
	Results of peer review	0 - 2	
	Minority-owned/small business/women's business enterprise	0 - 2	
Qualifications of staff to be assigned to the audits to be performed			
	Prior experience of the individual audit team members	0 - 15	
	Overall supervision to be exercised	0 - 5	
Offeror's audit approach to the engagement			
	Adequate coverage	0 - 10	
	Realistic time estimates of each audit step	0 - 5	
Price		0 - 20	
Total Points		0 - 100	

46820
JE # _____

PEACE, INC.
JOURNAL ENTRY FORM
MARCH 2016

<u>Fund</u>	<u>Account</u>	<u>Location</u>	<u>Project</u>	<u>ACCOUNT TITLE</u>	<u>DR</u>	<u>CR</u>
01	1000	00000	0000	First Niagara Cash Operating Acct	5,740.22	
01	4113	00000	100	Check from Louis Clark - Misc. donation		(50.00)
01	5373	00000	150	Cash & checks - payments for sweatshirts (St. Patrick's Day parade)		(55.75)
01	1100	00000	3476	Check from County Of Onondaga - pmt. For February 2016 EISEP		(3,037.53)
01	1100	00000	3817	Check from County Of Onondaga - pmt. For February 2016 Eastwood Community Center		(2,596.94)

TO POST CASH RECEIPTS FOR 3/15/2016

Prepared by: 

Reviewed by: 



P.E.A.C.E., Inc.

Request for Proposal

For audit services

For the period

February 1, 2016 – January 31, 2021

Inquiries and proposals should be directed to:

Name: Kathleen O'Brien

Title: CFO

P.E.A.C.E., Inc.

217 South Salina Street, 2nd Floor

Syracuse, NY 13202

Phone: 315 634-3722

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General Information

A. Purpose

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the year ending January 31, ~~2017~~. The proposal includes options for four additional years.

B. Who May Respond

Only licensed Certified Public Accountants may respond to this RFP.

C. Bidder's Conference

P.E.A.C.E., Inc. will hold a bidder's conference on ~~Wednesday, June 29, 2016~~ at 10:00 at our office at 217 South Salina Street, 2nd Floor, Syracuse, NY 13202. You must submit questions by ~~Friday, June 24, 2016~~ end of day for the conference to Kathleen O'Brien (kobrien@peace-caa.org). Bidders are required to attend the conference to be considered for evaluation.

D. Instructions on Proposal Submission

1. ~~Closing Submission Date:~~ Proposals must be submitted no later than 4:30 p.m. on ~~Friday, July 29, 2016~~
2. Inquiries: Inquiries concerning this RFP should be directed to Kathleen O'Brien at 315 634-3722.
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by P.E.A.C.E., Inc.
4. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Kathleen O'Brien
P.E.A.C.E., Inc.
217 South Salina Street, 2nd Floor
Syracuse, NY 13202

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
4:30 p.m. ~~7/29/16~~
Sealed Proposal
For Audit Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to insure that the proposal is received by P.E.A.C.E., Inc. by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject: P.E.A.C.E., Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses: Efforts will be made by P.E.A.C.E., Inc. to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award:

- It is expected that a decision selecting the successful audit firm will be made within 6 weeks of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.
- It is expected that the contract shall be a one-year fixed price contract with options ~~and pricing~~ for four additional one-year periods.

E. Description of Entity and Records to be Audited

P.E.A.C.E., Inc. is a nonprofit organization which serves primarily Onondaga County in New York State. Other counties are served by specific P.E.A.C.E., Inc. programs. P.E.A.C.E. Inc. is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a ~~volunteer~~ volunteer Board of Directors. Administrative offices and all records are located at 217 South Salina Street, Syracuse, NY 13202. Other offices are located throughout the Syracuse and surrounding areas.

A description of the records to be audited:

6 bank accounts, including 2 operating accounts with third party collateralized agreements

1 set of general ledger books under Blackbaud automated system

Payroll prepared by ADP – 5 separate payroll groups

Fixed Assets – maintained on excel

Accounts payable – Blackbaud automated system

3 inventories using both manual, Excel and QuickBooks

Approximate # of checks on bank accounts each year:

Operating Account ~~First Niagara~~ ~~2200~~ checks

Operating Account M&T – ~~1350~~ checks

Key Bank (Landlord Contributions) – 16 checks

Syracuse Credit Union – 2 checks

~~First Niagara Capital Improvement/Repair – 12 checks~~

~~First Niagara Health Captive Account – 30 checks~~

We have activity in approximately ~~85~~ grants per year (a grant ending mid fiscal year counts as 2 grants open for year), and 75 other non grant cost centers

Our total revenue and support for the year ending January 31, ~~2016~~ was approximately ~~\$24,870,000~~ composed of approximately ~~\$22,955,000~~ in grant activity,

and \$1,915,000 in non-grant activity. Total revenue and support for 1/31/15 and 1/31/14 are approximately \$23,615,000 and \$24,670,000 respectively.

A number of our grants require In-Kind contributions to be received and documented.

F. Options

At the discretion of P.E.A.C.E., Inc. this audit contract can be extended for four additional one-year periods. The cost for the option periods is to be submitted in the price quote by the Offeror.

Specification Schedule

A. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of P.E.A.C.E., Inc..

Government Audit Standards, states on page 2-1:

Financial statement audits determine (1) whether the financial statements of an audited entity present fairly the financial position, results of operations, and cash flows or changes in financial position in accordance with generally accepted accounting principles, and (2) whether the entity has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

B. Description of Programs/Contracts/Grants

Attached is a list of our programs with descriptions, and a copy of our audited Schedule of Expenditures of Federal Awards for the year ending January 31, 2016

Our programs include programs under:

 Youth Programs

 Individuals and Family Programs

 Senior Programs

Please refer to the attached for a more detailed listing.

C. Performance

P.E.A.C.E. Inc.'s records should be audited the first year for the period February 1, 2016 through January 31, 2017.

The Offeror is required to prepare audit reports in accordance with the *Government Audit Standards*, and other audit guides and specific state funding source requirements. An example is 10 CFR Part 400, 440 and Part 600 for DHCR. Other major grants are HeadStart and CSBG.

The Offeror shall participate at Board meetings as required.

The Offeror shall maximize work and efforts at interim, in order to reduce work at the end of the year as much as possible.

The Offeror will prepare the Data Collection Form for the Federal Clearing House.

P.E.A.C.E., Inc. prepares the schedules for Form 990 and CHAR 500, and the Offeror will put the information into the forms. We do not allow extensions past the June 15 due date.

D. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to P.E.A.C.E., Inc.'s Executive Director, CFO and Controller before the Offeror makes the presentation to the Finance Committee. The Offeror will present 8 copies of the draft of the audit to the Finance Committee ~~in May 2017~~ for the Finance Committee approval, and comparable dates in each subsequent year.

The Offeror shall deliver 30 final audit reports to P.E.A.C.E., Inc.'s Board of Directors at the annual Board meeting, held the 4th Monday of June each year.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, P.E.A.C.E., Inc. may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification. Submission of an audit extension request does not constitute the granting of the extension. Audit extensions shall be at the sole discretion of P.E.A.C.E., Inc., and P.E.A.C.E., Inc. reserves its right to terminate the contract if the audit is not completed according to the above schedule.

E. Price

The Offeror's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate sealed envelope, labeled as "Price Quote".

The Offeror is to explain the firm's policy for distinguishing between "billable consulting services" and "non-chargeable client services".

F. Payment

Payment will be made when P.E.A.C.E., Inc. has determined that the total work effort has been satisfactorily completed. Should P.E.A.C.E., Inc. reject a report, P.E.A.C.E., Inc.'s authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that P.E.A.C.E., Inc. can determine that satisfactory progress is being made.

Upon delivery of the 30 copies of the final reports to P.E.A.C.E., Inc. and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

G. Audit Review

All audit reports prepared under this contract will be reviewed by P.E.A.C.E., Inc. and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

H. Exit Conference

An exit conference with P.E.A.C.E., Inc.'s representatives and the Offeror's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with P.E.A.C.E., Inc.. It should include internal control and program compliance observations and recommendations.

I. Workpapers

- Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
- The workpapers will be retained for at least three years from the end of the audit period.
- The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and P.E.A.C.E., Inc..

J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to P.E.A.C.E., Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis.

The Offeror agrees to immediately notify, in writing, P.E.A.C.E., Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

K. AICPA Professional Standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides,

procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

Technical Qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing non-profit, CAP agencies.
2. Prior experience auditing agencies with funding from HeadStart, CSBG, and Department of Energy weatherization programs. Also please refer to the other grants and programs listed in the attachments.
3. Prior experience auditing similar programs funded by New York State.
4. Prior experience auditing programs financed by the Federal Government.
5. Prior experience auditing similar county or local government activities.
6. Prior experience auditing nonprofit organizations.
7. Prior experience designing and/or installing accounting systems in non-profit agencies
8. Prior experience auditing In-Kind (match) expenditures.
9. Provide a current client list of other non-profit entities as references.

B. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup
2. Overall supervision to be exercised
3. Prior experience of the individual audit team members: Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered. Include the partner in charge, audit manager and auditors. Discuss the commitments you will make to staff continuity, including your staff turnover experience in the last 3 years.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information. Describe the firm's approach to performing an audit of this magnitude.

The Offeror should prepare an Executive Summary of not more than 3 pages highlighting why the firm is the best qualified to provide audit services to P.E.A.C.E., Inc.. Describe the firm's past experience in conducting not-for-profit corporate audits for companies of \$15 million or more in revenues. Also describe experience with other charitable and social action agencies.

E. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by P.E.A.C.E., Inc., because P.E.A.C.E., Inc. desires to contract only with an Offeror who is already familiar with these publications.

If the firm or any of the engagement personnel are the subjects of litigation or complaints against them that have been leveled by the state board of accountancy or other regulatory authority, please describe the litigation or complaints and the corrective actions that have been taken.

Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

Proposal Evaluation

Note that attendance at the Bidder's Conference on **Wednesday, June 29, 2016** is required.

A. Submission of Proposals

All proposals shall include two copies of the Offeror's technical qualifications, two copies of the pricing information (in a separately sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General.

C. Review Process

P.E.A.E., Inc. may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, P.E.A.C.E., Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant, or a public accountant licensed on or before June 1, 2011.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:

- a. *Government Auditing Standards (Yellow Book)*
 - b. *Title 2 U.S. code of Federal Regulations Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance")*
 - c. *Audits for Not-for-Profit Entities (AICPA Audit Guide)*
 - d. *Audits of State and Local Governments (AICPA Audit Guide)*
- Any other standards and guidelines for our grants and funding sources*

11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

12. The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20_____.

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)