

Request for Proposals
 FY2017-18 Berkeley County Council Audit/Review Services
 RFP #18-116

As of August 17, 2018, the Berkeley County Council is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor’s Office, Chief Inspector Division’s *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, which is incorporated into the Request for Proposal by reference. The audit proposal and cost must be received by 4:00 PM, Wednesday, September 5, 2018. Audit proposals will be opened by the County Council at 10:00 AM on Thursday, September 6, 2018.

Entity name & address.	Berkeley County Council 400 West Stephen Street, Suite 201 Martinsburg, WV, 25401
Contact person and telephone number.	Alan J. Davis – County Administrator 304-267-5102
Location and telephone number of the office where the accounting records are maintained, if different from the above.	Berkeley County Finance Office 400 W. Stephen Street Martinsburg, WV, 25401 304-264-1924
Audit year(s) to be contracted.	Fiscal Year ending June 30, 2018
Type of Audit Use Code.	B-Financial and Compliance Audit performed in accordance with <i>Governmental Auditing Standards</i> issued by the U.S. Comptroller General
Date the audit needs to be completed.	February 1, 2019.
Financial statements and accounting records will be ready for audit on.	October 1, 2018.
Approximate date we would like the audit to be scheduled.	November 1, 2018.
The primary type(s) of service(s) provided to our citizens.	Berkeley County Council provides a variety of typical government services to the citizens of Berkeley County.
The total number of bank accounts maintained.	Sixty-Seven (67) Active Accounts with United Bank. See attached list with the June 30, 2016 balance for each account. There are also nine (9) “agency accounts” controlled by county elected officials (other than the Council) that should be included in the audit. A list of those accounts are also included.
The name of each fund maintained, type of fund, and the approximate amount of revenue for each fund.	A copy of the Berkeley County June 30, 2018 Settlement Sheet provided by the Tax Office is available upon request.

Form of accounting records	Computerized and maintained by the Berkeley County Finance Department located at 400 W. Stephen Street, Martinsburg, WV, 25401. (304) 264-1924
As of June 30, 2018 we had the following number of employees.	Full-Time: 367 Part-Time: 40
For the period July 1, 2017-June 30, 2018 we had the following approximate number of invoices paid.	Approximately 8,463 invoices paid through the issuance of 4,206 checks. There were also approximately 8,900 direct deposit stubs issued.
Our employees participate in the following pension plans:	Deputy Sheriff's Retirement System (DSRS) Public Employee Retirement System (PERS)
We entered into the following material debt agreements that were not applicable in the previous year:	60 month (5-year) \$3.5 million line of credit through United Bank to be used over five (5) years for County Council approved fleet replacement program.
We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity.	10 copies
	Alan J. Davis County Administrator

We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.

Berkeley County Council

By:  _____
Douglas E. Copenhaver, Jr.

Title: County Council President

Date: _____

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TIME: 14:42:53

SOFTWARE SYSTEM
FINANCIAL STATEMENT
MONTH ENDING- 6/2018

PROG: SA058B

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001	GENERAL COUNTY				
FUND 001 TOTALS		5742871.17	1043866.50	2719038.46-	4067699.21
FUND - 002	COAL SEVERANCE				
FUND 002 TOTALS		335824.38	122.14	131663.40-	204283.12
FUND - 003	DOG & KENNEL				
FUND 003 TOTALS		79670.62	5304.27	1964.50-	83010.39
FUND - 004	GENERAL SCHOOL				
FUND 004 TOTALS		63151.69	31863.93	86914.23-	8101.39
FUND - 005	MAGISTRATE COURT				
FUND 005 TOTALS		15548.50	3518.15	15548.50-	3518.15
FUND - 006	WORTHLESS CHECK				
FUND 006 TOTALS		25.10	75.03	25.02-	75.11
FUND - 007	EMERGENCY SERVICES				
FUND 007 TOTALS		112169.97	45.10	.00	112215.07
FUND - 008	HOME CONFINEMENT				
FUND 008 TOTALS		102146.61	5743.17	19202.65-	88687.13
FUND - 009	FEDERAL GRANTS				
FUND 009 TOTALS		188177.78	75.66	.00	188253.44
FUND - 016	FIDUCIARY FUND				
FUND 016 TOTALS		167144.72	67.09	840.47-	166371.34
FUND - 019	911 FEE FUND				
FUND 019 TOTALS		687428.72	473273.31	208634.65-	952067.38
FUND - 020	PROJECT LIFESAVER				
FUND 020 TOTALS		1311.07	.00	.00	1311.07

Received
JUL 06 2018
Berkeley County
Council

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ACCOUNT	DESCRIPTION	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 021	GRADING TRUST				
FUND 021 TOTALS		31497.45	.00	.00	31497.45
FUND - 022	DRUG PREVENTION SPE				
FUND 022 TOTALS		7072.31	6646.76	7072.31-	6646.76
FUND - 023	EQUINE PROTECTION				
FUND 023 TOTALS		1056.66	.43	.00	1057.09
FUND - 024	ENGINEERING FEES				
FUND 024 TOTALS		523710.26	4124.64	.00	527834.90
FUND - 025	ARCHERS ROCK SUBDIV				
FUND 025 TOTALS		990587.37	81.41	.00	990668.78
FUND - 026	TEEN COURT FUND				
FUND 026 TOTALS		4445.00	1010.00	.00	5455.00
FUND - 037	ENHANCED 911 EQUIPME				
FUND 037 TOTALS		49938.16	10336.72	.00	60274.88
FUND - 038	SAFE & CLEAN AGENCY				
FUND 038 TOTALS		.00	.00	.00	.00
FUND - 053	PLANNING COMM TRUST				
FUND 053 TOTALS		610642.16	.00	.00	610642.16
FUND - 055	FIRE DEPT EQUIP FUND				
FUND 055 TOTALS		1492.78	.00	.00	1492.78
FUND - 056	ASSESSORS VALUATION				
FUND 056 TOTALS		572963.63	4759.24	96125.02-	481597.85
FUND - 058	THE RAINY DAY FUND				
FUND 058 TOTALS		3558600.15	1430.76	.00	3560030.91

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FUND - 059	CONCEALED WEAPONS				
FUND 059 TOTALS		292401.12	6468.16	1495.00-	297374.28
FUND - 063	VOTERS REGISTRATION				
FUND 063 TOTALS		7635.72	45.66	.00	7681.38
FUND - 073	FORFEITURE				
FUND 073 TOTALS		79365.70	2032.87	200.00-	81198.57
FUND - 074	PROSECTORS TRAINING				
FUND 074 TOTALS		71560.31	28.75	113.08-	71475.98
FUND - 095	JURY AND WITNESS				
FUND 095 TOTALS		60634.84-	.00	3888.73-	64523.57-
FUND - 100	COPS UNIVERSAL HIRIN				
FUND 100 TOTALS		402.50	.00	.00	402.50
FUND - 101	TASK FORCE REIMBURSE				
FUND 101 TOTALS		105128.30	87.51	.00	105215.81
FUND - 102	HOMELAND SECURITY				
FUND 102 TOTALS		.00	.00	.00	.00
FUND - 108	LAW ENF HOMELAND SEC				
FUND 108 TOTALS		11616.06	.00	.00	11616.06
FUND - 109	HOMELAND SEC DIVE T				
FUND 109 TOTALS		8215.26	.00	.00	8215.26
FUND - 118	HAVA/ADA GRANT FUND				
FUND 118 TOTALS		2.14	.00	.00	2.14
FUND - 120	FEMA HAZARD				
FUND 120 TOTALS		.00	.00	.00	.00

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FUND - 158	DEPUTY RESERVE GRANT				
FUND 158 TOTALS		.00	.00	.00	.00
FUND - 160	PARK & REC 2000				
FUND 160 TOTALS		.00	.00	.00	.00
FUND - 161	ANIMAL CONTROL FACIL				
FUND 161 TOTALS		4632.40	.00	.00	4632.40
FUND - 166	COURT SECURITY GRANT				
FUND 166 TOTALS		.00	.00	.00	.00
FUND - 167	DHHR SPTBG GRANT				
FUND 167 TOTALS		.00	6855.00	.00	6855.00
FUND - 171	SOLID WASTE AUTH GCP				
000- - - SOLID WASTE AUTHORITY GCP		.00	.00	.00	.00
FUND 171 TOTALS		.00	.00	.00	.00
FUND - 172	HMEP GRANT FUND 172				
FUND 172 TOTALS		44335.01	.00	.00	44335.01
FUND - 173	COURTHOUSE FACILITIE				
FUND 173 TOTALS		.00	10704.80	10704.80-	.00
FUND - 177	RECORDS MANAGEMENT				
FUND 177 TOTALS		5762.00	2947.00	.00	8709.00
FUND - 187	COMMUNITY CORRECTION				
FUND 187 TOTALS		4166.66	4166.66	4166.66-	4166.66
FUND - 200	EM/VCF GRANT FUND				
FUND 200 TOTALS		1062.33	.00	.00	1062.33
FUND - 201	WASTE MANAGEMENT GRA				
FUND 201 TOTALS		5000.00	.00	.00	5000.00

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FUND - 281	BC OPER PENSION FUND				
	FUND 281 TOTALS	314979.24	126.64	.00	315105.88
FUND - 312	CRIMINAL				
	FUND 312 TOTALS	.00	2979.06	2979.06-	.00
FUND - 313	COURT REPORTER				
	FUND 313 TOTALS	.00	985.00	985.00-	.00
FUND - 314	STATE FINES				
	FUND 314 TOTALS	.00	1310.00	1310.00-	.00
FUND - 315	STATE POLICE FEE				
	FUND 315 TOTALS	.00	2375.00	2375.00-	.00
FUND - 316	STATE CURRENT				
	FUND 316 TOTALS	.00	4241.22	4241.22-	.00
FUND - 364	SURPLUS TAX LIEN				
	FUND 364 TOTALS	703520.28	152530.38	170771.81-	685278.85
FUND - 365	FORGOTTEN & NONENTER				
	FUND 365 TOTALS	5850.36	.00	.00	5850.36
FUND - 366	HEALTH DEPARTMENT				
	FUND 366 TOTALS	1712106.64	195180.58	115823.54-	1791463.68
FUND - 369	WV DEPUTY RETIREMENT				
	FUND 369 TOTALS	1962.89	2294.45	2877.00-	1380.34
FUND - 371	HEALTH INSURANCE				
	FUND 371 TOTALS	116675.25	300318.34	222703.55-	194290.04
FUND - 373	SCHOOL CURRENT				
	FUND 373 TOTALS	.00	339722.19	339722.19-	.00

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FUND - 374	SCHOOL EXCESS				
	FUND 374 TOTALS	.00	394010.44	394010.44-	.00
FUND - 375	STATE SCHOOL BOND				
	FUND 375 TOTALS	.00	57489.16	57489.16-	.00
FUND - 378	HEDGESVILLE				
	FUND 378 TOTALS	.00	491.00	491.00-	.00
FUND - 380	MARTINSBURG CURRENT				
	FUND 380 TOTALS	.00	54409.90	54409.90-	.00
FUND - 381	MARTINSBURG EXCESS				
	FUND 381 TOTALS	.00	22852.78	22852.78-	.00
FUND - 382	TIF FUND				
	FUND 382 TOTALS	.00	.00	.00	.00
FUND - 402	TAX ACCOUNT				
	FUND 402 TOTALS	.00	.00	.00	.00
	FINAL TOTALS	17283221.59	3156996.86	4700639.13-	15739579.32
	BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:		.00		
	ORDERS/DEBITS OUTSTANDING:		.00		
	DEPOSITS/CREDITS OUTSTANDING:		.00		
	NET BANK BALANCE		.00		
	TOTAL IN COUNTY DEPOSITORIES AND OFFICES:		.00		

I, _____, Sheriff of _____ County, West Virginia,
 do hereby certify that the foregoing is a true and correct statement of the finances of
 _____ County, for the month ending _____ showing the balance on

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hand at the beginning of the month, the amount received, the amount distributed and the
remaining in the Treasury and County Depositories; to the best of my abilities and knowledge.
Given under my hand this ___ day of _____

Sheriff of _____ County

Department Name: Assessor

Department Head/Elected Official Larry A. Hess

Name of Fund	Fund Account Number	Banking Institution	Signor(s) for the Account
Dog Fund	800414 5275	CITY NATIONAL BANK	Larry Hess

Attested to this 29th day of JUNE, 2018.

Signature Larry A. Hess

Printed Name LARRY A. HESS

Department Name: Berkeley County Clerk's Office

Department Head/Elected Official John W. Small, Jr.

Name of Fund	Fund Account Number	Banking Institution	Signor(s) for the Account
JOHN W. SMALL JR Country Check	10584068	Jefferson Security BANK	JOHN W. Small, Jr.
Clerk of the County Court - John Small IRS Tax Lien Account	10600088	Jefferson Security Bank	John W Small Jr.
			Received JUL 31 2018 Berkeley County Council

Attested to this 26th day of July, 2018.

Signature [Signature]

Printed Name John W. Small, Jr.


Department Name: Berkeley County Sheriff's Department

Department Head/Elect: Curtis E. Keller, Sheriff

Name of Fund	Fund Account Number	Banking Institution	Signor(s) for the Account
Berkeley County Sheriff Consolidated Fund	5271290049	BB & T	Curtis E. Keller
Berkeley County Sheriff's Department Berkeley County Sheriff Consolidated Account	9011822351	City National Bank	Curtis E. Keller
Berkeley County Clerk of Circuit Court Curtis E. Keller Sheriff Special Fund	5271239892	BB & T	Curtis E. Keller
Berkeley County Sheriff's Department Berkeley County Sheriff's Writ Account	9011822336	City National Bank	Curtis E. Keller
Berkeley County Sheriff's Department Evidence-Currency	67675564	City National Bank	Curtis E. Keller, David Scott Wilson & Wilbur Johnson

1/32K.

Attested to this 19 day of June, 2018.

Signature 

Printed Name Curtis E. Keller, Sheriff

