

Agenda Item #3

**Cosumnes Groundwater Authority
Board of Directors Meeting**

Agenda Date: January 23, 2023
Agenda Item #: 3
Agenda Item Subject: Long Term Funding
To: CGA Board of Directors
From: Austin Miller, CGA Administrator

Background

At the November CGA Board Meeting, a Request for Proposals (RFP) to find a consultant to perform financial auditing services was approved. Two Statement of Qualifications (SOQs) were received.

Attachments

- Richardson & Company LLP Proposal
- Blomberg & Griffin Accountancy Corporation Proposal

Staff Recommendation

- Direct CGA Staff to enter into an agreement with a consultant to perform annual financial auditing services to the Authority.

PROPOSAL TO PROVIDE
FINANCIAL AUDIT SERVICES TO



FOR THE YEAR ENDED JUNE 30, 2022

CONTACTS:

Ingrid Sheipline, Managing Partner

isheipline@richardsoncpas.com

Brian Nash, Partner

bnash@richardsoncpas.com



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January 18, 2023

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January 18, 2023

Austin Miller, Administrator
Cosumnes Groundwater Authority
8970 Elk Grove Blvd.
Elk Grove, CA 95624

Thank you for your interest in our firm and the opportunity to present our proposal to serve the **Cosumnes Groundwater Authority** (the Authority). We are genuinely enthusiastic about the prospect of serving as your auditors. Auditing special districts, especially water-related agencies, has developed into one of our firm's major areas of expertise. If given the opportunity, you can be sure that we would serve the Authority with great care and pride.

Our Understanding of the Services to be Performed

We will audit and express an opinion on the fair presentation of the Authority's financial statements in conformity with U.S. generally accepted accounting principles for the period ending June 30, 2022 and, at the Authority's option, for the years ending June 30, 2023 and 2024. The audit will be conducted in accordance with U.S. generally accepted auditing standards, the standards set forth for financial audits contained in *Government Auditing Standards* (1994) issued by the Comptroller General of the United States as revised, and the State Controller's Minimum Audit Requirements for California Special Districts. In conjunction with our audit, we will also issue a report on internal controls and compliance, a management letter and auditor's communication letter. We will also prepare the State Controller Financial Transactions Report.

Our Commitment to Perform Timely Services

We have a reputation for meeting our client's deadlines. You have indicated you would like the audit completed by June 30, 2023. To ensure meeting this deadline, we will begin our preliminary planning in March or as soon as the contract is approved and will provide the Authority with a list of schedules and other work requested in March. We will plan to commence year-end fieldwork in April, or at such time as the books have been closed and all documents and analyses have been completed. We will provide a draft of the reports by the end of May. We will provide the Authority with the priority and timely service it deserves.

Independent Accountants with Proven Expertise Serving Water Districts and Other Governmental Entities

In any service organization, it is the people who make the difference. Our team members know and understand the challenges and opportunities confronting governmental entities and our team consists of professionals who have proven their ability to provide auditing services to water agencies. Serving this industry with its unique reporting requirements has developed into one of

our firm's areas of expertise. The water agencies we have served range in size from small agencies, such as Orleans Community Services District and Volcano Community Services District, to very large, such as Sacramento Suburban Water District, Yuba County Water Agency and El Dorado Irrigation District. We have also audited water and groundwater agencies and other joint powers authorities, such as Sacramento Groundwater Authority, Yolo Subbasin Groundwater Agency, Regional Water Authority, Amador County Groundwater Management Authority (i.e., Amador Water Agency), Delta Conveyance Financing Authority and many others. We have also audited the State Department of Water Resources on behalf of a large Southern California water agency for over 40 years, including 12 years while our key employees were with Ernst & Young.

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Once again, we would like to thank you for the opportunity to discuss our services, present our qualifications, and submit our proposal to serve as independent auditors for the Authority. We are genuinely enthusiastic over the prospect of serving you and sincerely believe that we have the people, experience, resources and reputation to assure you of outstanding services. For the preceding reasons and many others as outlined in this proposal, we genuinely believe that your selection of our firm as the Authority's independent accountants is the best decision that the Authority could make. Ingrid Sheipline and Brian Nash are authorized to make representations for the firm. We confirm that we have received the RFP. Our proposal is valid for a 60-day period from January 18, 2023.

If you have questions or need additional information, please contact Mr. Brian Nash or me at (916) 564-8727, fax (916) 564-8728, correspondence at 550 Howe Avenue, Suite 210, Sacramento, California 95825 or email sent to bnash@richardsoncpas.com or isheipline@richardsoncpas.com.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid Sheipline, CPA
Managing Partner

RICHARDSON & COMPANY, LLP PROFILE

License to Practice

Richardson & Company, LLP and all assigned key professional staff are properly licensed to practice in the State of California, and are in good standing with the Board of Accountancy.

Firm Qualifications and Experience

Richardson & Company, LLP is a regional CPA firm established in 1991 and located in Sacramento. We have a total staff of thirty, including twelve CPAs. Our governmental audit staff totals twenty-six, all of which are located in Sacramento. Richardson & Company, LLP is a member of the Government Audit Quality Center of the AICPA. Richardson & Company, LLP is a certified Micro-Small Business Enterprise by the California Department of General Services and a certified Disadvantage Business Enterprise (DBE) and Woman-owned Business Enterprise by CalTrans. We provide audit, accounting, tax and business advisory services to governmental entities (water districts, cities, regional transportation planning agencies, special districts and joint powers authorities), nonprofit organizations, financial institutions and bank holding companies, real estate partnerships, a magazine circulation audit and others primarily located in northern California and Oregon, including the largest water district in the world located in Los Angeles. We perform Single Audit Act and grant compliance audits for both nonprofits and governmental entities. We provide tax services to our audit clients requiring those services.

Since leaving the international CPA firm of Ernst & Young LLP, Joe Richardson (deceased), the founder of Richardson & Company, and Ingrid Shepline, as well as Brian Nash and their team have built a practice oriented toward providing services equal in caliber to those provided by firms operating on a national level. We believe we have the expertise in the governmental field, and especially the water industry, to ensure high-quality service.

The services we provide to governmental agencies proves that we have the ability to provide the services that the Authority requires. Examples of these services include the following:

- We conduct the audits of the general purpose financial statements of numerous special districts, including water districts. Our experience performing these audits of general and special purpose governmental financial statements has made us thoroughly familiar with the application of generally accepted governmental accounting principles.
- We have also provided audit services to most of the cities in the Sacramento area including the Cities of West Sacramento, Lincoln, Chico, American Canyon, Colfax, Elk Grove, Citrus Heights, Sonoma, Sutter Creek, Dixon, Folsom, Marysville, Ione, Biggs, Colusa, Rancho Cordova and the Town of Loomis. We have also audited the Transportation Development Act (TDA) funds of the various cities and counties in Sacramento, Yolo, Yuba, Sutter, Butte, El Dorado, Calaveras, Amador, Placer, Lassen and San Joaquin counties.
- We have extensive experience with Single Audit Act procedures and reports, preparation of State Controller's Reports, pension and OPEB entries, letters to underwriters and preparation and review of Annual Comprehensive Financial Reports for compliance with the Government Finance Officer's Association preparers checklist in order to receive the Certificate of Achievement for Excellence in Financial Reporting. Providing these services for these entities makes us exceptionally well qualified to provide the services you currently request and to provide you with these additional services should you request them in the future.

- We have provided federal compliance auditing services to numerous entities, including the Yuba County Water Agency, South San Joaquin Irrigation District, El Dorado Irrigation District, Calaveras County Water District, Rio Linda/Elverta Community Water District, Cities of Chico, Colfax, Lincoln, Elk Grove, West Sacramento, Citrus Heights, Marysville, Sutter Creek, Colusa, Amador Transit, Butte County Association of Governments, Yolo County Transportation District, El Dorado County Transit Authority, Courtland Fire Protection District, Yuba-Sutter Transit Authority, the Transport System of the University of Davis, Paratransit and to several nonprofit organizations receiving federal grants that must also comply with *Government Auditing Standards* and the Single Audit Act. We have the experience necessary to perform these services for the Authority, if necessary.

In addition, Ingrid Shepline has gained an extensive amount of governmental accounting and auditing experience in her previous position with Ernst & Young LLP, including the following:

- Provided auditing services to numerous state and local government units that face the same unique governmental accounting and auditing aspects as the Authority such as accounting for bonds and related refundings, extensive reporting requirements, basis of accounting, and budgetary and other legal compliance requirements. These entities include the California Department of Water Resources Enterprise Fund, Sacramento County, Solano County Private Industry Council, City of Woodland, City of Lodi and California Housing Finance Agency. The audits of Sacramento County and City of Woodland also involved the preparation of award winning ACFRs.
- Established an audit approach for testing for compliance with federal, state and local grant requirements, including application of the Single Audit Act, for Sacramento County, City of Lodi and California Housing Finance Agency.

In addition, our firm and its key members presently provide or have provided auditing and consulting services to the following water districts and agencies:

- **Various Water Agencies (listed on page 13)**

We prepared the general purpose financial statements or Annual Report and performed the annual audits of these Districts in accordance with generally accepted accounting standards and *Government Auditing Standards*. We also prepared the State Controller's Report for a number of these agencies. We have assisted Oakdale Irrigation District, Nevada Irrigation District, Florin Resource Conservation District, Fair Oaks Water District, Sacramento Suburban Water District, San Juan Water District and El Dorado Irrigation District with the preparation of their ACFR.

- **Large Southern California Water Agency**

We perform the ongoing audit of the cost accounting records of the State Water Project on behalf of one of the world's largest water agencies, including completion of numerous special projects, reviewing the Department of Water Resources budget and representing the agency at meetings with Department of Water Resources personnel.

- **Department of Water Resources - State Water Resources Development System**

Conducted the financial audit of the State Water Resources Development System enterprise fund and provided other services associated with bond offerings and refundings, including letters to underwriters.

- **Central Valley Project Water Association (CVPWA)**

CVPWA is an association of approximately 250 water users receiving water from the Central Valley Project. The Central Valley Project is maintained and operated by the U.S. Bureau of Reclamation. We have performed audits of the Bureau's cost accounting records of the Central Valley Project on behalf of CVPWA, including the completion of numerous special projects. The Bureau uses the FERC chart of accounts.

- **Department of Water Resources - Reid Gardner Power Plant and Pine Flat Power Sales Contract**

Examination of the costs associated with the Department's Participation Agreement with Nevada Power Company for the construction and operation of Reid Gardner Unit No. 4 and the costs associated with the Pine Flat Power Sales Contract between the Department and Kings River Conservation District.

- **Santa Clara Valley Water District, East Bay Municipal Utility District, Contra Costa Water Agency, Westlands Water District and Other Federal Water Users**

Performed several special auditing and consulting projects for these districts related to their contracts with the U.S. Bureau of Reclamation for delivery of water from the Central Valley Project.

In addition to demonstrating that we have the technical expertise needed to serve the Authority, we have also demonstrated that we have the engagement management skills and local staffing resources sufficient to ensure that the Authority's reporting deadlines are met. We have planned, scheduled and conducted our audits of the governmental entities we serve in an efficient and effective manner in order to meet reporting deadlines. From time to time our clients may need to contact us to ask questions or discuss accounting issues and other matters. We are available through the year to answer questions and encourage our clients to ask questions as the issues surface. We are timely and responsive to our clients' questions and requests for information. We have established a reputation with our clients for quality service, timeliness and professionalism.

Quality Control and Peer Review

We are a member of the Center for Audit Quality of the American Institute of Certified Public Accountants (AICPA) and participate in the California Society of CPA's Peer Review Program. We are registered with the Public Company Accounting Oversight Board (PCAOB) created by the Sarbanes-Oxley Act to inspect firms that audit SEC registrants. Membership in the Center for Audit Quality is voluntary and all firms that join agree to adhere to published quality control standards and submit to peer reviews and inspections of their practice every three years. We have passed all ten of our peer reviews with a "clean opinion" and all three PCAOB inspections. The ten peer reviews cover the entire thirty-year period our firm has been in existence. All peer reviews have included governmental engagements. Our latest peer review report is attached to this proposal as Attachment A.

The quality control policies for our auditing practice are described in detail in our firm's Quality Control Document. All employees and members of our firm are provided with a copy of our Quality Control Document and are responsible for understanding, implementing and adhering to these policies and procedures. Our policies and procedures cover each of the following six elements of quality control: 1) Leadership, 2) Relevant Ethical Requirements, 3) Acceptance and Continuance of Clients and Engagements, 4) Human Resources, 5) Engagement

Performance and 6) Monitoring. The adequacy of our quality control system and our compliance with that system are independently evaluated every three years through a peer review.

We also demonstrate our commitment to providing quality service in many other ways, including:

- Organizing, staffing, and managing engagements to provide for appropriate levels of technical competence, experience, supervision and review.
- Undertaking quality control reviews of selected engagements to assure compliance with professional standards.
- Recognizing our obligation to the public as well as to our clients.
- Conducting engagements in accordance with clients whose concern for reputation and integrity is similar to our own.
- Promoting the growth of our firm primarily by referrals from existing clients satisfied with the quality of our services.

In addition to excellent peer review and inspection results, other examples of our commitment to quality include:

- Assisting numerous governmental entities with receiving the Certificate of Excellence in Financial Reporting awarded by the Government Finance Officers Association, including several that received the award on the first attempt.
- Engaging a nationally recognized accounting consultant who has authored several accounting and reporting manuals, including those dealing with SEC matters, as technical support for our firm in addition to the support customarily available through the American Institute and California Society of CPAs.
- Engaging a partner and Director of Audit and Banking Practices for a large midwestern firm to serve as the concurring reviewer for our SEC registrant bank as well as providing consultation with respect to audit and accounting issues for other clients. He has extensive experience auditing banks and public companies as a result of more than twenty years with Ernst & Young, KPMG and his current firm.
- Auditing the California Department of Water Resources on behalf of a large Southern California water agency for the past thirty years, including twelve years while key personnel in our firm were with Ernst & Young. The water agency is a consortium of twenty-six cities and water districts serving nearly nineteen million people in the Los Angeles and San Diego areas. This large, complex audit of the multi-billion-dollar State Water Project managed by the California Department of Water Resources is on a scale and nature as to rarely be performed by other than “Big Four” international CPA firms.
- Performing several special investigative audits for governmental special districts that have received extensive statewide news media attention. Being selected several times to conduct this special audit work demonstrates that our firm has the resources and expertise to successfully complete difficult, unusual auditing projects in a timely manner. Our investigations discovered several problems and our audit results were made public by the districts involved. The FBI, IRS and district attorney’s office subpoenaed our workpapers to assist them with their investigations. We have testified in federal court and given depositions related to this work which, in certain cases, resulted in managers and assistants serving federal prison sentences.

- Preparing audited financial statements and other information for inclusion in several public offering documents reviewed by the SEC and other CPA firms, including Big Four firms, with minimal insignificant changes.
- Preparing audited financial statements reviewed by the State Board of Accountancy without change.

QUALIFICATIONS OF OUR KEY PERSONNEL

We have the personnel with the necessary professional qualifications and technical ability to provide you with the quality service you are looking for. As you can see from the resumes of our key personnel, we have developed the proficiency in the accounting principles and standards and governmental and grant compliance auditing to ensure you will receive quality work. Our firm philosophy centers around our commitment to the highest level of quality service--delivered by quality people. We have a history of providing technical excellence through teamwork responsive to clients' needs and expectations. Our commitment to quality results in satisfying the needs of our clients by providing value-added services and attracting and retaining clients of the highest caliber.

Our key audit executives will participate heavily in the audit of the Authority. This assures the Authority will receive a quality audit managed and executed on-site by seasoned professionals, knowledgeable of the government and specifically the water industry. We believe the quality of our services exceeds that of national and other firms because our audit team uses more experienced professionals to actually perform the work. National and other firms typically rely heavily on senior and staff accountants to perform audit fieldwork with minimal on-site direction from partners or managers.

The following resumes outline the qualifications and experience of our key team members.

Ingrid M. Sheipline, CPA (Managing Partner)

Ingrid serves as our Managing Partner and would be the Authority's audit partner. She would have overall responsibility for planning, directing and coordinating our services for you. Since significant and timely partner involvement is a cornerstone of our quality control procedures, she will be involved in all phases of our audit work from initial planning through report preparation. Formerly an audit manager with Ernst & Young LLP, she is a Certified Public Accountant with over thirty-five years of experience. Ingrid has supervised and conducted the fieldwork for a variety of clients including governmental entities, nonprofit organizations, utilities, banks, insurance agencies, manufacturers and distributors. While with Ernst & Young LLP, she specialized in governmental entities and grant compliance auditing, and has attended or taught numerous governmental education seminars. She is currently serving or has served almost all of the governmental entities listed in this proposal, including most of the water agencies, such as Sacramento Groundwater Authority, Regional Water Authority, Amador Water Agency, Tuolumne Utilities District, Fair Oaks Water District, Sacramento Suburban Water District, Carmichael Water District, San Juan Water District, American River Flood Control District, State Water Project Contractors Authority, Citrus Heights Water District, South Feather Water and Power Agency, Merced Irrigation District, Nevada Irrigation District, Rancho Murrieta Community Services District, El Dorado Irrigation District, Rio Linda/Elverta Community Water District and South Yuba Water District and numerous other governmental agencies.

Ingrid has a Bachelor of Science degree in accounting with honors from California State University, Sacramento. She is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants, having served on the Board of Directors of the Society's Sacramento Chapter and as a member of the Government and Nonprofit Committee. She is licensed to practice in California.

Brian Nash, CPA (Partner and Concurring Reviewer)

Brian, a Certified Public Accountant and partner with our firm, would serve as the concurring reviewer. He has thirty years of professional accounting and auditing experience and has provided services to a variety of clients, including most of the government entities, nonprofits, banks, water agencies and other entities described in the following section of this proposal. He currently serves or has served a number of the water agencies, including Yolo Subbasin Groundwater Agency, San Luis & Delta-Mendota Water Authority, San Joaquin Valley Drainage Authority, Yolo County Flood Control and Water Conservation District, El Dorado Irrigation District, Elk Grove Water District, Oakdale Irrigation District, South San Joaquin Irrigation District, Sacramento Suburban Water District, Tri-Dam Project and Power Authority, San Juan Water District, Yuba County Water Agency, Calaveras County Water District, South Feather Water and Power Agency, Tuolumne Utilities District, Solano County Water Agency, Merced Irrigation District and South Yuba Water District, American River Flood Control District, and numerous other governmental agencies, including cities and other special districts. Brian received a Bachelor of Science degree in accounting with honors from California State University, Sacramento. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants and is licensed to practice in California.

David Chiaravalloti, CPA (Audit Senior Manager)

David, a senior audit manager with our firm, will organize, conduct, review and evaluate field work and will be responsible for the planning and report preparation and review under the direction of Ingrid. He has extensive experience auditing water districts, cities and other governmental entities with Richardson & Company, LLP and another CPA firm. He has twenty-two years of professional experience, including nineteen years with our firm. The clients he has served include Yolo Subbasin Groundwater Agency, San Joaquin Valley Drainage Authority, San Luis & Delta-Mendota Water Authority, Fair Oaks Water District, El Dorado Irrigation District, Merced Irrigation District, San Juan Water District, Citrus Heights Water District, South Yuba Water District, Yolo County Flood Control and Water Conservation District, County Water Agency, Mountain House Community Services District, City of West Sacramento, City of Lincoln and City of Colfax. He has also worked on the California Department of Water Resources audit for the entire time he has been with our firm. He also has experience with other public agencies including auditing proprietary funds at cities. David received a Bachelor of Science degree in accounting from California State University, Sacramento. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants and is licensed to practice in California.

Other Staff

We would assign a senior and staff accountants to the engagement with experience working on governmental audits since everyone in our firm is required to work on a portion of our previously mentioned audits.

Our Commitment to Staffing Continuity

Richardson & Company, LLP has proven its ability to attract and retain an excellent professional staff to serve our clients and meet our commitments. We currently have twenty-six professional staff, including twelve CPAs, and four administrative staff. In addition, while national and other firms have high staff turnover rates, which makes it difficult to provide staffing continuity from year to year, our firm has experienced a very low turnover rate. Accordingly, we commit to

maintaining a staffing level sufficient in size and experience to successfully complete the audit each year. We consider staffing to be of the utmost importance because of its significant impact on our ability to provide you with outstanding service. We have consistently demonstrated our firm's ability to recruit, train and maintain a quality staff as evidenced by our excellent peer review results for the past thirty years and our ability to consistently attract and serve quality clients.

If selected as your auditors, Ingrid Shepline would have overall responsibility for our services for you. Ingrid would spend a substantial amount of time on site during the audit and will assist with the resolution of any issues. Ingrid would work closely with David to ensure they have all the resources necessary to provide the Authority with excellent service.

The engagement manager would be David, who has been with our firm for nineteen years. He would work on site as the in-charge accountant during the duration of the audit fieldwork. While we would have other auditors assigned to the engagement with less experience, they will always be supervised by David. We have three other senior managers with similar experience that could be assigned to the audit that would be equally qualified to perform the Authority's audit.

Education

Our firm regularly attends courses on government accounting and auditing issues and grant compliance auditing and is represented at the California Society of CPA's Sacramento Chapter of the Government Committee to stay abreast of current issues affecting the government industry. Consistent with *Government Auditing Standards*, each of our auditors that are responsible for planning, directing, conducting or reporting on any of our government-related audits completes 80 hours of continuing education and training every two years, including subjects directly related to the government environment and to grant compliance auditing. All personnel that will be assigned to your engagement team have attended governmental training programs. Our governmental training program consists of governmental courses offered by professional societies as well as subscription to a video training service that includes significant issues relating to governmental accounting standards and grant compliance presented by top government experts from throughout the country. We also provide internally developed classes addressing current accounting and auditing issues pertinent to our clients. Topics of these courses attended by each of the staff above over the past three years have included the following:

Annual Governmental Accounting and Auditing Conference	Yellow Book and Single Audit Update
Government Auditing Standards	Communicating Internal Control in Government Audits
Audit Risk Assessment Standards	GASB, New Standards
New Guidance: From Derivatives to OPEB Fraud: Exposures and Solutions	Government Fraud: Profiling & Prevention
Fraud Update	GASB's Lease Standard
The Reporting Model - Revisiting GASB 34	The Accounting Controls Guidebook
Audit Issues/Compliance Update	Government Pension Accounting Standards
Governmental Legal Update	GASB's Defined Benefit Pension A&A Standards
Internal control and Fraud Detection	Auditing Standards Update
State and Local Government update on Legislation	Government Audits: From Improper Payment to Change Agent
Overview of GASB Proposals for Financial Statement Users	How the New "Risk-Based" Audits Will Affect You
Where's GASB Headed with the Financial Reporting Model Project?	Pension Obligations: Improving Accounting & Financial Reporting

Employee Fraud
Single Audit: Where's It Going
Municipal Bonds & Municipal Finance:
 What's Going On?
2018 Yellow Book: What You Need to Know
Government Auditing Standards and Single
 Audit Issues
Annual GASB Update
New Financial Reporting Model
Occupational Fraud and Abuse
AICPA Standards Update

GASB: Continued Progress, Continued Issues
Scouting the Landscape of California
 Government Finance Today
OPEB and New Accounting Standards GASB 75
Auditing, Assurance & Ethics Update for
 Governments
Leasing Standards (GASB 87) and Fiduciary
 Activities (GASB 84)
2021 Yellow Book and Single Audit Update
What the State Auditor Does
Annual Required Government Audit Quality Center

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

The following is a list of similar engagements to the engagement described in the Authority's Request for Proposal.

Name of referenced entity: Fair Oaks Water District
Name of client contact and title: Tom Gray, General Manager
Email: tgray@fowd.com
Address: 10317 Fair Oaks Blvd.
Fair Oaks, California 95628
Phone number: (916) 967-5723
Services Performed: Audit of the financials in accordance with generally accepted auditing standards, and *Governmental Auditing Standards* and preparation of the ACFR.
Completion dates: Years ended December 31, 2004 through 2008 and 2014 through 2019.

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Name of referenced entity: Tuolumne Utilities District
Name of client contact and title: Steve Sheffield, CPA, Finance Director
Email: s.sheffield@tudwater.org
Address: 18885 Nugget Blvd.
Sonora, California 95370
Phone number: (209) 532-5536 ext. 482
Services Performed: Audit of the financials in accordance with generally accepted auditing standards, *Governmental Auditing Standards* and A-133 and preparation of the State Controller's Report.
Completion dates: Years ended June 30, 2013 through 2022.

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Name of referenced entity: Amador Water Agency
Name of client contact and title: Larry McKenney, General Manager
Email: lmckenney@amadorwater.org
Address: 12800 Ridge Road
Sutter Creek, California 95685
Phone number: (209) 223-3018
Services Performed: Audit of the financial statements in accordance with generally accepted auditing standards, *Government Auditing Standards*, and A-133, and preparation of the State Controller's Report.
Completion dates: Years ended June 30, 2019 through 2022.

In addition to the clients listed above, the following is a list of governmental and governmental-affiliated entities we are currently serving or have served:

Water Agencies

- Sacramento Groundwater Agency
- Regional Water Authority
- Yolo Subbasin Groundwater Agency
- State Water Project Contractors Authority
- Delta Conveyance Financing Authority
- Amador Water Agency/Amador County Groundwater Management Authority
- San Luis and Delta-Mendota Water Authority
- San Joaquin Valley Drainage Authority
- Yolo County Flood Control and Water Conservation District
- Rancho Murieta Community Services District
- El Dorado Irrigation District
- Tuolumne Utilities District
- Calaveras County Water District
- Sacramento Suburban Water District
- San Juan Water District
- South Feather Water and Power Agency
- Glenn-Colusa Irrigation District
- Fair Oaks Water District
- Carmichael Water District
- Nevada Irrigation District
- Yuba County Water Agency
- Reclamation District 1000
- Reclamation District 2035
- Orleans Community Services District
- Volcano Community Services District
- Westlands Water District
- Elk Grove Water Service
- Merced Irrigation District
- Tri-Dam Project and Power Authority
- Oakdale Irrigation District
- South San Joaquin Irrigation District
- Citrus Heights Water District
- Rio Linda/Elverta Community Water District
- American River Flood Control District
- South Yuba Water District
- Solano County Water Agency
- South Sutter Water District

Other Governmental Agencies

- Cities of West Sacramento, Elk Grove, Chico, Lincoln, Colfax, Citrus Heights, American Canyon, Sutter Creek, Sonoma, Rocklin, Marysville, Dixon, Folsom, Rancho Cordova, Ione, Isleton, Colusa and Biggs
- Mountain House Community Services District
- Yolo County Transportation District
- Yolo County Local Agency Formation Commission
- Yolo-Solano Air Quality Management District

- Calaveras Public Power Agency
- Sacramento Metropolitan Fire District
- Sacramento Area Council of Governments
- Sacramento Transportation Authority
- Sacramento Public Library Authority
- Sacramento Regional Fire/EMS Communications Center
- Amador County Transportation Commission
- Amador Transit
- Butte County Association of Governments
- El Dorado County Transportation Commission
- El Dorado County Transit Authority
- El Dorado County Emergency Services Authority
- El Dorado Hill Community Services District
- El Dorado Hills Fire Department
- Paratransit, Inc.
- California Tahoe Emergency Services Authority
- Calaveras Council of Governments
- Yuba-Sutter Transit Authority
- Placer County Transportation Planning Agency
- Regional Waste Management Authority
- Cosumnes Community Services District
- Sacramento Valley Basinwide Air Quality Control Council
- San Joaquin Council of Governments
- Lassen County Transportation Commission
- Lassen Transit Services Agency
- Sacramento County Waste Management and Recycling
- Wilton, Herald, Courtland, Rescue and Pacific-Fruitridge Fire Protection Districts
- Stanislaus Consolidated Fire Protection District
- Transport System of the University of California at Davis (Unitrans)
- Calaveras Transit Agency
- County of Calaveras Transit Fund
- Marin County Transit District
- City of Angels and County of Calaveras Transportation Development Act Funds
- Sacramento County State Transit Assistance Fund
- Counties of Sacramento, Sutter, Yolo and Yuba Transportation Development Act Funds
- Local Transportation Funds of the Counties of Sacramento, Sutter, Yolo and Yuba
- Cities of Folsom, Galt, Isleton, Sacramento, Davis, Live Oak, Rancho Cordova, Yuba City, Marysville, Wheatland, West Sacramento, Winters and Woodland Transportation Development Act Funds
- El Dorado County and City of Placerville Transportation Development Act Fund
- El Dorado County Local Transportation and State Transit Assistance Funds
- County of Butte and Cities of Oroville, Chico, Gridley, Biggs and Paradise Transportation Development Act Funds
- Cities of Escalon, Lodi, Manteca, Lathrop, Ripon and Tracy and County of San Joaquin Transportation Development Act Funds
- San Joaquin County Local Transportation Fund and State Transit Assistance Fund
- San Joaquin Regional Transit District
- Cities of Manteca, Lathrop, Tracy, Lodi and Ripon Transit Systems
- The Alpha Fund (a joint powers authority and workers compensation risk pool primarily for rural hospitals) an affiliate of the Association of California Healthcare Districts, Inc.

- Funds and accounts of the California Department of Water Resources on behalf of the Metropolitan Water District of Southern California, including special analyses and projects related to its contract with the State

SPECIFIC AUDIT APPROACH

Scope of Services

We understand that the Authority requires an audit of its basic financial statements for the fiscal year ended June 30, 2022 and, at the Authority's option, the fiscal years ended June 30, 2023 and 2024 including all procedures necessary for the issuance of an opinion regarding the fairness of the presentation of the financial statements in conformity with U.S. generally accepted accounting principles. The audits will be conducted in accordance with U.S. generally accepted auditing standards, the standards set forth for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States as revised, and the Minimum Audit Requirements and Reporting Guide for California Special Districts as required by the State Controller's Office. These services will include the following:

1. Perform an audit of the Authority's financial statements in accordance with generally accepted auditing standards, *Government Auditing Standards* and the State Controller's Minimum Audit Requirements for California Special Districts.
2. Express an opinion on the financial statements as to whether they present fairly, in all material respects, the financial position of the Authority and the changes in financial position in conformity with generally accepted accounting principles (GAAP), and issue an independent auditor's report stating this opinion.
3. Test internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with *Government Auditing Standards*, and issue an independent auditors' report on their consideration. Any significant deficiencies and material weaknesses, if any, found during the audit will be addressed in these reports.
4. Apply limited audit procedures to the Required Supplementary Information (RSI), including Management's Discussion and Analysis (MD&A).
5. Prepare a management letter and SAS 114 letter to the Finance and Administration Committee and Management which identifies significant audit findings, difficulties encountered in performing the audit, identify any correct and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and our recommendations for improvements in accounting and administrative controls.
6. Report on cash and investments, as applicable.
7. Communicate immediately and in writing all irregularities and illegal acts, or indications of illegal acts, of which we become aware to the Finance Committee and Board of Directors.
8. Present audited financial statements to the Authority's Board of Directors.
9. Prepare the State Controller's Report.

Audit Approach

Our extensive experience in auditing ensures that we will concentrate on those areas of highest risk and plan and coordinate our work with management. We will not waste your time and resources by auditing areas that have no material risk to the financial statements. We will perform an assessment of the internal controls for the purpose of determining the procedures necessary to perform our audit, and any recommended enhancements to internal controls that we note during our audit will be communicated to management and the Board of Directors.

Our audit approach to this engagement is divided into three stages as follows:

Initial Planning: We believe that a smoothly-run audit is based upon the early identification and resolution of reporting and auditing issues. Due to the extensive knowledge gained through auditing governmental organizations similar to the Authority, we will identify such issues in a timely manner and obtain a better understanding of your organization and the external and internal environments in which the Authority operates. We will examine significant contracts and agreements to determine the effect on the nature and extent of the auditing procedures and to determine laws and regulations subject to test work. We will meet with your personnel to obtain an understanding of your internal control structure policies and procedures and to document the flow of information through the accounting system, including how the accounting system is used to process data, and prepare internal control questionnaires and walkthrough memos with the assistance of your staff.

In order to familiarize ourselves with the Authority's accounting processes, including internal controls that are in place, we will provide the Authority with a list of questions, and will meet with Authority personnel to discuss them. We will also determine the provisions of any and all federal and state contracts; statutes; ordinances; charters; bond or loan covenants; administrative code or other rules and regulations that have a significant financial impact on the Authority. We will review organization charts and any accounting procedures manuals to obtain an understanding of the Authority.

Program Development: Our risk assessment and evaluation of internal controls will provide the basis for determining the nature, timing and extent of audit procedures for specific transactions and accounts. Our approach to gaining an understanding of internal control will be in accordance with Statement of Audit Standard (SAS) Nos. 104 through 111, as updated by Nos. 122 through 125. Accordingly, we will focus on obtaining an understanding of the control environment, risk assessment, information and communication, and monitoring components. We will use our experience with other water district audits to document the Authority's control environment and will perform a walkthrough of significant areas to assess control risk for the purpose of planning our substantive tests. We will perform additional testing of internal controls as needed based on our risk assessment. An overall audit program is the end product of our initial planning. The primary purpose of this phase of our audit approach is to assess the likelihood of material error in the accounts and transactions and to determine the most cost effective and cost-efficient mix of audit procedures. In developing the audit program, our aim will be to:

- Provide a complete audit program for all important financial statement amounts.
- Eliminate redundant audit procedures.
- Use audit procedures which accomplish more than one purpose.

Our audit approach is based on an analysis and understanding of the external and internal risks currently facing the organization we are auditing. Risk analysis enables us to design the most

effective and efficient audit program, which evaluates and includes audit tests in relation to the size and probability of these risks. This approach provides us with a uniform method for developing and documenting the basis for our audit program. We provide our clients with a detailed list of items needed during the audit well in advance to allow for sufficient time to gather the information. This approach minimizes disruption to Authority staff during the course of the audit.

Program Execution: During this stage of our audit, we will perform the tests of transactions processed through the accounting system, direct tests of account balances and tests of compliance with laws, regulations and contracts. We plan to use either random or systematic sample selection methods to perform such tests. We will utilize analytical procedures in all areas of the audit, especially for revenues and expenses. We will perform all requested tasks as one integrated engagement and will schedule the timing of our field work so that there will be minimal disruption of the day-to-day operations. We will perform testing of internal controls in the area of cash disbursements. We will select our samples randomly from number sequences or other documents provided by the Authority. We will use the Authority's budget to determine the need for restrictions or designations as well as to perform analytical procedures for comparison to actual revenues and expenses.

We will perform analytical procedures to assist us in identifying areas of risk for which substantive procedures will be performed. However, we believe analytical procedures alone will not identify all potential significant misstatements and will detail test certain balance sheet and income statement accounts that our experience has shown are frequently misstated, such as certain receivables and subsequent payments that may need to be accrued as liabilities. We will utilize computer software during the engagement, including during the on-site fieldwork, for all workpaper preparation and for developing the lead schedules and trend analysis reports used in the audit process.

The following work plan was developed with your deadlines in mind. The timing identified in the work plan is approximate. **Upon selection as your independent accountants, we will meet with you, and together we will determine a specific timetable which ensures minimal disruption of your employees and that the Authority's desired deadlines are met.** As can be seen from the following work plan, the service team is composed in such a way that each member has adequate supervision and technical support.

Work Plan

Task	Audit Timing
Audit Planning:	
Begin audit planning process	February/March
Internal control/systems documentation, evaluation and testing	
Develop audit programs	
Provide audit assistance package and confirmation letters	
Risk Assessment	
Substantive Testing:	
Cash	April
Revenue, receivables and deferred revenue	
Expenses for goods and services and related liabilities	
Net Position - restricted and unrestricted	
Reporting and Wrap-up:	
Preparation of the financial statement and other reports	April
Draft reports available for review	Late May
Delivery of final reports	June

Our audit will be planned so that delivery of all required reports will be accomplished in a timely manner. We believe that the staffing of the audit is sufficient to ensure the timely completion of the audit and to ensure that the work is properly supervised. We would work closely with management to ensure that we provide timely services consistent with your requirements. We will prepare the financial statements consistent with professional standards and will review the drafts of all our reports and letters with the Authority prior to finalization to ensure the reports meet your requirements. Upon completion of the audit, we will provide the Authority with copies of our reports, as needed, for distribution to management, the Board of Directors, and other interested parties.

Our firm philosophy centers around our commitment to the highest level of quality service--delivered by quality people. Our tradition of providing technical excellence through teamwork responsive to clients' needs and expectations--and doing so to the very best of our ability--requires that our single focus be on quality. Our commitment to quality results in:

- Satisfying the Authority's needs by providing value-added services.
- Attracting and retaining clients of the highest caliber.
- Providing personal satisfaction and opportunity for professional growth for every member of our organization.

New Independence Rules

New independence requirements in the 2018 *Government Auditing Standards* (known as the Yellow Book) apply for the first time during the fiscal year ending June 30, 2021. The new independence requirements add additional scrutiny over nonaudit services performed by auditors, which includes preparation of accrual adjustments and the financial statements with footnotes. The 2018 Yellow Book is intended to result in auditors reevaluating whether they should provide bookkeeping, schedule preparation and other services typically performed as part of an audit that require judgement to be exercised that should be performed by management so they are not put in the position of auditing their own work. We believe the 2018 Yellow Book independence requirements will result in auditors asking clients to find other accounting and

reporting expertise to complete nonaudit services and advise clients about financial disclosures. If we prepare the Authority's financial statements, including footnotes, the Authority will need to ensure that the Authority has someone on staff or hire a consultant that has the skills, knowledge and experience to be able to take responsibility for the completeness and accuracy of the financial statements. If the auditor prepares any accrual adjustments, these will also need to be reviewed by someone with skills, knowledge and experience to review them.

COST PROPOSAL

Our goal is to provide quality service using the highest professional standards at a reasonable cost. We plan each assignment carefully and set a time budget for each phase of the engagement. All of our staff are well indoctrinated in the need to use their time to the fullest efficiency.

During the first year, we will spend a significant amount of time becoming familiar with your organization and operations, developing permanent files, and performing our risk assessment. We will absorb a portion of the cost of this nonrecurring time and view it as an excellent investment in establishing a long-term relationship and in becoming more knowledgeable about your operating environment, which will enhance our ability to provide you with responsive service.

Since Richardson & Company, LLP consists primarily of experienced auditors, you can be sure that you will receive the experience level and quality of service you expect. Our firm will bring to the audits a strong technical background, government and utility accounting expertise, outstanding engagement management skills, which will provide a “fresh look” at your programs.

Because of the start-up time incurred in an audit related to obtaining an understanding of and documenting internal control and accounting processes, it is more cost-effective to the Authority for us to perform multi-year audits. Accordingly, we have provided a fee estimate for performing an audit for three years, assuming the Authority is satisfied with our services and assuming operations remain similar to the fiscal year 2023 budget. Based upon our current understanding of your accounting system and procedures, our fee for audit services would be as indicated in the following table. The first-year start-up time is to set up the financial statements and related footnote disclosures and documenting our understanding of internal controls.

A summary of our fees by task are as follows:

	2021	Fiscal Years	
		2022	2023
Audit and preparation of financial statement	\$ 7,900	\$ 8,500	\$ 8,800
First year start-up time	1,000		
Preparation of State Controller's Report	400	425	450
	<u>\$ 9,300</u>	<u>\$ 8,925</u>	<u>\$ 9,250</u>

The break-down of our fee by classification is as follows:

Classification	Hours Per Year	Hourly Rates	Fee
Partner	18	\$ 200	\$ 3,600
Senior Manager	40	180	7,200
Staff	50	100	5,000
	<u>108</u>		<u>15,800</u>
			<u>(6,500)</u>
Audit Fee for the year ended June 30, 2022			<u>\$ 9,300</u>

The discount of the rates above gives recognition to the fact the timing of your audit fits extremely well in our schedule and also reflects our commitment to serving water agencies. The fee estimate assumes that the Authority will establish the accounting system on the accrual basis of accounting.

These estimates do not take into consideration changes in the scope of the audit due to changes in accounting or auditing pronouncements and standards, laws or regulations, the loss of key accounting personnel, material weaknesses in the internal control environment, a significant number of audit adjustments, or significant changes in the scope of the Authority's operations. We will discuss a new fee estimate with the Authority if such an event occurs.

Should you have any questions about the details of our fees, or should our fees not appear competitive with those of the other firms, we would appreciate an opportunity to discuss them with you before you make your final decision.

Standard Billing Rates for Additional Services:

Our rates for additional services are as follows:

<u>Classification</u>	<u>Rate per Hour</u>
Partner	\$ 200
Tax Director	240
Senior Manager	180
Managers	160
Supervisors	150
Seniors	120
Staff	100
Administrative or clerical	65

ATTACHMENT A – PEER REVIEW REPORT



Jones, Nale & Mattingly PLC

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners
Richardson & Company, LLP
and the Peer Review Committee of the California Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Richardson & Company, LLP (the firm) in effect for the year ended March 31, 2021. 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 (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

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. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

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.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Richardson & Company, LLP in effect for the year ended March 31, 2021, 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. Richardson & Company, LLP has received a peer review rating of pass.

A handwritten signature in cursive script that reads "Jones, Nale & Mattingly, P.C."

Louisville, Kentucky
August 13, 2021

Certified Public Accountants and Advisors
401 West Main Street, Suite 1100 Louisville, Kentucky 40202 tel: 502.583.0248 fax: 502.589.1680 www.jnmcpa.com





Blomberg & Griffin Accountancy Corporation
Certified Public Accountant

Austin Miller, Administrator
Consumnes Groundwater Authority
8970 Elk Grove Blvd
Elk Grove, CA 95624

January 13, 2023

Dear Directors and Management:

Thank you for the opportunity to submit the following proposal to serve as independent auditor for the Consumnes Groundwater Authority. This letter provides the following confirmation.

Independence: Our firm is independent of the Consumnes Groundwater Authority

License to Practice: Our firm and all assigned key professional staff are properly registered and licensed to practice in the state of California.

Experience: Our firm has the direct experience necessary to carry out the objectives outlined, and the work proposed in this RFP.

Availability: All of our resources are available to meet the objectives of this proposal.

Lawsuits or Claims: There are no lawsuits or claims of fraud or malpractice relating to our firm's government audit and consulting practice.

This proposal is valid for a 60-day period from January 18th, 2023.

Should you need any additional information regarding this proposal please call John E. Blomberg, C.P.A. at (209) 466-3894.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Blomberg, C.P.A.', written in a cursive style.

John E. Blomberg, C.P.A.



Blomberg & Griffin Accountancy Corporation
Certified Public Accountant

INDEPENDENT AUDIT PROPOSAL

Austin Miller, Administrator
Consumnes Groundwater Authority
8970 Elk Grove Blvd
Elk Grove, CA 95624

January 13, 2023

Dear Directors and Management:

We propose to conduct the audit(s) of the financial statements of the Consumnes Groundwater Authority for the fiscal year(s) ending June 30, 2022, in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and in accordance with the "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's Office.

Our proposal includes a report of the fair presentation of the financial statements in accordance with auditing standards generally accepted in the United States of America. Our proposal also includes Required Supplemental Schedules (RSI) as required by GASB 34 and 68 if applicable.

We will render a report on compliance and internal control over financial reporting based on an audit of the financial statements. A written report will be issued immediately to management upon the discovery of illegal acts or major irregularities discovered during the audit.

We will prepare and forward an Annual Report of Financial Transactions of Special Districts pursuant to Government Code Section 53891 to the State Controller's Office.

We will present the completed audited financial statements to the Board of Directors at a regularly scheduled board meeting. We will perform a review of the appropriations limits as described in scope of services.

Our firm is comprised of nine professional and support staff, was incorporated in 1981 and has over forty years of government audit experience. The size of our government audit contracts performed range from less than \$100,000 to more than 30 million (annual budget). Our listing of local government auditing work performed in the last five years includes over two hundred fifty audits of California Special Districts of the following types:

- Community Services District
- Fire Districts
- Water Districts

- Irrigation Districts
- Cemetery Districts
- Resource Conservation Districts

Our Government Consulting Work Performed Includes:

- Compliance Audits (OMB A-133) single audits
- Rate Studies
- Asset Observations
- Depreciation Schedules
- GANN Limit Calculations
- CalPERS Pension Disclosures
- OPEB Accruals and Disclosures
- Internal Controls/Procedures
- Various Computer Programs
- State Controller's Report
- Payroll Compliance
- Various Other Matters

References:

Contact

Phone

- | | | |
|---|-----------------|----------------|
| • Woodside Fire Protection District | Kate Edwards | (650) 851-6205 |
| • Browns Valley Irrigation District | Donna | (530) 743-5703 |
| • Lockeford Community Services District | Heather Artiaga | (209) 727-5035 |

Our Proposed Audit Work Plan:

- Preliminary Planning/Analytical Review
- Roll Forward of Various Files
- GASB 68 Update
- Preliminary Financial Statement Layout
- Preliminary Depreciation Schedule Test
- Review of Controls and Update of I/C and W/P
- Various Analytical Procedures
- Preparation of and Electronic Filing of State Controller's Report

Field Work:

- Review of G/L and Beginning Balance Test
- Review of Minutes
- Payroll Test
- Revenue Test
- Disbursement Test
- Review of Contracts, Grants and Agreements, Asset Additions and Deletions
- GASB 68 Update
- Review of MD&A and Footnotes Update
- Prepare Various Confirmations
- Exit Conference

Report Preparation:

- Prepare Comparative Financial Statements and Footnotes
- Various Analytical Procedures
- Assists with Preparation of MD&A
- Prepare Preliminary Audit Report for Management Review
- Prepare Final Audit Report and Presentation at Board Meeting
- Prepare and electronically file state controllers report of financial statement.

Hourly Rates:

Partner/Senior Auditor	125
Manager	95
Support Staff	75

Cost Proposal:

	<u>Est. Hours</u>	<u>Cost</u>
One Year Term	100	9,025
Prepare State Controller Reports	8	<u>950</u>
Total Cost		<u>9,975</u>

Other Relevant Information:

Member California Society of CPA's
Member California Special Districts Association
Peer Reviewed AICPA Peer review program
Professional Liability Insurance Carrier State Farm Ins. \$1,000,000. Limit

Should you need any additional information regarding this proposal please call John E. Blomberg, CPA at (209) 466-3894.

Respectfully Submitted,



John E. Blomberg, CPA, President

Resume of John E. Blomberg, C.P.A

1013 N. California St.
Stockton, CA 95202



EDUCATION/LICENSE/MEMBERSHIP

- Certified Public Accountant, California – 1977
- **San Diego State University**, Bachelor of Science degrees in Accounting and Economics – 1974.
- Honorary Lifetime Member of California Society of Certified Public Accountants.
- Member of California Special Districts Association.

EXPERIENCE

Blomberg & Griffin Accountancy Corporation

President

1981-Present

- Conduct audit services to various organizations such as Special District, Non-Profit, and Professional Health Care Organizations.
- Conduct Water Rate Study to Special District
- Prepare tax returns for clients of diverse situations.
- Financial Planner
- Manage the company's employees, finances, and marketing.
- Meet with audit and tax clients

Steelgard, Inc.

1988-1990

Chief Financial Officer

- Managed all financial functions of 30-million-dollar manufacturing organization.

Keller, Blomberg, Griffin, & Co.

Partner

1978-1981

- Perform audits of Special Districts, Non -Profit, and Professional Health Care Organizations.
- Prepare tax returns for clients which own rental properties, companies, conduct business in other states and countries, and sell stocks and bonds.

Blomberg & Bott

1974-1978

Staff Accountant

- Perform audits of Special District, Non-Profit, and Professional Health Care Organizations.
- Prepare tax returns
- Write letters

COMPUTER SKILLS

- Microsoft Office 2010, Lacerte Tax Program, Thomson Reuters Audit Program, various accounting, and bookkeeping programs, and ten key.



Syed F. Bukhari C.P.A
1013 N. California Street
Stockton, CA 95202
syed@blombergcpa.com

WORK EXPERIENCE

Auditor/Accountant: Blomberg & Griffin, Stockton CA July'15- Current

Auditor/Accountant:

- Prepare Special District, non-profit, professional healthcare organization and Community Services District Audit.
- Prepare and submit Special District State Controller and Compensation report.
- Plan and prepare risk assessments and audit procedures for the audit.
- Assist with fieldwork audits and inform client with internal control measures.
- Worked on single audits and prepared working papers with intensive testing's.
- Analyzed, reviewed, and assessed reliability and fairness of clients' financial statements and communicated findings to management or board.
- Prepare individual and business tax returns.

Senior Specialist Accountant & Grants Accountant: San Joaquin Regional Transit District, Stockton

Senior Finance Specialist:

- Prepare Schedule of Federal Awards reconciliation for single audit.
- Manage State Transit Awards Reconciliation.
- Assist managers preparing Comprehensive Annual Financial Reporting.
- Manage retirement reconciliation, Transit Development Act, and Financial audit.
- Reconcile complex bank statements, Federal Receivable, Accrued Receivable, Accrued Payable, and reconcile Retirement statements on monthly basis and Prepare monthly reports for board meetings.
- Post Journal Entries, Accounts Payable, Accounts Receivable, and Revenue Collection batches.
- Prepare and submit packet for federal grants reimbursement.
- Calculate and record interest for Public Transit Modernization, Improvement and Service Enhancement Accounts (PTMISEA) and Low-Carbon Transit Operation Program (LCTOP) grants.

Olive Financial Services, Manteca CA January'15 –April'15

Accountant and Tax Preparer:

- Help individual and business clients to minimize tax liability and reduce audit risk. Inform them of any tax changes that affect their business and ensure compliance with taxing agency requirements.
- Review financial records such as income and documentation of expenditures to determine forms needed to prepare tax returns.
- Consult tax law handbooks or bulletins to determine procedures for preparation of a complex returns. Check data input or verify totals on forms prepared by others to detect errors in arithmetic, data entry, or procedures.
- Interview clients to obtain additional information on taxable income and deductible expenses and allowances.

Hilmar Cheese and Ingredients, Hilmar CA Jan–Apr 2013

Supply Chain Management Assistant:

- Designed and presented the expense reports of the merchandising and manufacturing of the product based on the stock
- Documented the company product's daily usage of ingredients and conserved the availability of the product to the market.
- Assisted the management with regards to the issues of collection accounts aging and resolved the areas of concerns of the customers.

Education

- **California State University East Bay, Bachelor of Science in Accounting and Finance**
- **CPA- Certified Public Accountant**
- **H&R Block Tax Training**

Skills

- QuickBooks Pro Advisor
- Lacerate Tax Software
- Special District Reporting Program
- Microsoft Office
- Thomson & Reuters Audit Program

RITA GILL

9375 Snow Creek Circle, Stockton, California 95212 • 510.303.6012 • rita.gill01@gmail.com



ACCOUNTING, AUDITING AND TAX SPECIALIST

Accounting, Auditing financial, and Tax Prepare

QUALIFICATIONS PROFILE

Self-motivated and detail-oriented professional with strong analytical ability and effective accounting background honed through extensive work experience and education. Powered with well-honed organizational skills; able to prioritize, manage, and complete high volume of projects simultaneously, with high quality and keen attention to detail. Goal-oriented; thrive on challenges to meet organizational goals and excel in new environments. Equipped with strong leadership and team skills, along with an effective personnel management style. Dependable; able to accomplish work assignments on time, even under adverse situations.

CAREER HIGHLIGHTS

- ✓ Efficiently managed every accounting tasks handled over by team manager and completed tasks to satisfaction
- ✓ Over 10 years of auditing, accounting, and tax return skills.
- ✓ Given outstanding performance in auditing and tax preparation.
- ✓ Ability to study data and draw conclusion to prepare the audit reports.
- ✓ Received employee of the month award for being best accountant amongst team members.
- ✓ Improved workflow efficiency in monitoring clients by digitizing recordkeeping and utilizing QuickBooks software.
- ✓ Strategically led a high-performance team to effectively handle increased volume of clients.
- ✓ Earned recognition by client for outstanding performance with tax and auditing matters. Received Above and Beyond Employee Award and a promotion to become Supervisor within only three months.

RELEVANT EXPERIENCE

BLOMBERG & GRIFFIN ACCOUNTANCY, STOCKTON, CA

Auditor/ Tax prepare

2016-Present

Perform audits for various different government districts and public accounting.

- Prepare work paper, inspect the paper work provided, and point out discrepancies.
- Create financial statements including all footnotes.
- Prepare and submit special district controller's reports
- Work on financial reports for government entities and nonprofit.
- Go on fieldwork and prepare audit reports.
- Help clients with creating budgets and analyzing future cost.
- Thoroughly review financials statement to make sure all items were booked correctly by management of company.
- Identify internal control weaknesses and present discrepancy to management.
- Assist client with setting up QuickBooks program to maintain financials in proper order.
- Prepare business and individual tax returns.

TG JOHNSON AND ASSOCIATES CPA FIRM, OAKLAND, CA

Accountant/Accounting Manager

2012-Present

Took in charge of entire office, manage and maintain all tasks including:

- Review financial prepare by bookkeepers on monthly basis. Prepare sales tax reports and payroll on monthly and quarterly basis.
- Help clients with creating budgets and analyzing future cost.
- Audit payroll and sales tax reports to eliminate errors.
- Thoroughly review financials statement and tax work to correct any discrepancies.
- Assisting in the performance of monthly bank reconciliations including researching all reconciling items.
- Assist client with tax return audits, tax notices and help them representing their case with government authorities.
- Over see entire accounting and tax return process to make sure all clients financial are prepare according to GAAP.
- Assist clients in projecting future tax dues based on income and expenses.
- Prepare business and individual complex tax returns. Help clients with preparing business property statements.

GUARDIAN COMPUTER SERVICES, PLEASANTON, CA

Accounting Intern

2012

Took charge of all the accounting functions in the business as well as purchase order payment and payroll audit every quarter.

- Perform document processing such as accounts payable, account receivable, monthly check runs, credit card payment processing for new contracts, new contract invoice as well as account receivable recurring processing and daily check deposits.
- Monitoring and checking the semi-monthly check run.
- Processing payroll by weekly.
- Created monthly invoice and sent to clients.

JP MORGAN CHASE, Pleasanton, CA

Business Analyst

2006–2009

Professionally communicated with key individuals to effectively perform remote audits on third-party collection agencies for Washington Mutual accounts as well as internal audits for the Post-Sales Servicing and Outsource Servicing departments.

- Prepared accurate findings reports of remote audits to management and appropriate agencies while maintaining confidentiality.
- Ensured compliance of calls with company and federal regulations as well as processing of identified audit issues by following up on status of action plans.
- Successfully reduced error rate and risk of costly complaints or lawsuits by thoroughly reviewing probate and bankruptcy audit.

WASHINGTON MUTUAL, Pleasanton, CA

Operations Specialist

2005–2006

Efficiently processed high-volume inquiries from buyers regarding charge off sold accounts; reconciled general ledger and handled customer relations issues on a daily basis.

- Leveraged analytical skills and keen attention to detail in conducting fraud investigations for sold accounts and identifying and resolving complex outstanding differences, properly communicating with key personnel and clients.
- Managed all correspondence and promptly processed daily credit report updates and media requests, including statements and reply cards.

EDUCATION / CREDENTIALS

Bachelor of Science in Accounting and Finance: 2011 • California State University, East Bay, CA
Ethics Training, Washington Mutual and Chase

TECHNICAL SKILLS

Microsoft Access, Accounting Mate, QuickBooks, Lacert, and Microsoft Office Suite (Excel, Outlook, PowerPoint, Publisher, and Word)

REQUEST FOR PROPOSAL

INDEPENDENT AUDITING SERVICES (Fiscal Year 2021-2022)

Proposals Due: January 18, 2023



Cosumnes Groundwater Authority

**8970 Elk Grove Blvd.
Elk Grove, CA 95624**

info@CosumnesGroundwater.org

**Cosumnes Groundwater Authority
Request for Proposal
Independent Auditing Services**

SECTION 1 – GENERAL INFORMATION

The Cosumnes Groundwater Authority (Authority) is accepting proposals for the performance of independent auditing services. The purpose of these audit services is:

1. Express an opinion on the fairness of the presentation of the Authority’s general purpose financial statements annually for fiscal years 2021/22.
2. Prepare and submit the State Controller’s Report for the fiscal year ended June 30, 2022.

The auditor shall apply Generally Accepted Accounting Principles applicable to government agencies and conduct the audit in accordance with Generally Accepted Auditing Standards set forth by the American Institute of Certified Public Accountants in the Statement of Auditing Standards. Additionally, the audit shall be made in accordance with Government Auditing Standards issued by the Comptroller General of the United States and the State Controller’s Minimum Audit Requirements for California Special Districts.

Authority Organization and Operations

The Authority overlays the Cosumnes Subbasin, a medium priority subbasin, located in the southern portion of Sacramento County, and part of Amador County. The Authority is a joint powers authority (JPA) consisting of the 7 Groundwater Sustainability Agencies (GSAs), or Member Agencies, within the subbasin, Omochumne-Hartnell Water District ([website](#)), Sloughhouse Resource Conservation District ([website](#)), Galt Irrigation District ([website](#)), Clay Water District ([website](#)), City of Galt ([website](#)), Amador County Groundwater Management Authority ([website](#)), and Sacramento County ([website](#)), and has been designated to implement the Cosumnes Subbasin Groundwater Sustainability Plan (GSP).

Inquiries

All inquiries concerning this Request for Qualifications (RFQ) must be directed in writing to Austin Miller at info@cosumnesgroundwater.org.

Proposal Submission

Submit one original via email to Austin Miller at info@cosumnesgroundwater.org by 5:00 pm on January 18th, 2022.

Proposal Timeline

Release RFP	November 22, 2022
Proposals Due	January 18, 2022
Proposals Reviewed	January 23, 2022

Discrepancy or Other Errors in RFP

If a bidder discovers any discrepancy, conflict, omission or other error in the RFP, the bidder shall immediately notify the Authority of such error in writing and request modification or clarification of the document. Any modification made will be done by issuing a revision and will be given by written notice to all parties who have been given a copy of the RFP. If a bidder fails to notify the Authority of the error prior to the date and time stated for submission of proposals, the proposal shall be submitted at the bidders own risk, and if awarded the contract, the bidder shall not be entitled to additional compensation or time by reason of error or its later correction.

Proposal Preparation Cost

Costs for developing proposals are entirely the responsibility of the bidders and shall not be chargeable to the District.

SECTION 2 – DESCRIPTION OF SERVICES

Scope of Services

The auditor is to perform all phases of an audit of the general purpose financial statements of the Authority. The audit will be performed in accordance with generally accepted auditing standards, and will include all procedures necessary for the rendition of an opinion regarding the fairness of the general purpose financial statements in accordance with generally accepted accounting principles. The following items are specifically required:

1. The auditor shall evaluate the adequacy of the system on internal control and make recommendations as appropriate.
2. The auditor shall perform a review of the Appropriations Limit set by Article XIII B of the California Constitution as amended by Proposition 133. This article requires that the annual calculation of the Limit be reviewed as part of the annual financial audit. The review will determine if the current appropriation limit adopted by the Authority's Board of Directors is calculated in accordance with these guidelines.
3. Following the completion of the audit, the selected auditor will be required to deliver the following no later than June 30th of 2023.
 - a. Independent Auditor's Report
 - b. Management Letter
 - c. Report on any irregularities or illegal acts
 - d. Report on cash and investments
 - e. Preparation of the State Controller's Report
4. A representative from the selected firm will present the audited financial statements and any audit findings to the Authority's Board of Directors at a regularly scheduled Authority Board Meeting.

5. The auditor shall make its working papers available during the audit and for a period of three (3) years thereafter to the representatives of any federal, state or local agencies which provide funding to the Authority.

Authority Assistance to Auditor

Authority staff will be available during the audit engagement to assist in such items as locating required records and supporting information, preparing schedules and account analyses and data as required and such other tasks that will serve to expedite the engagement as deemed reasonable and necessary by the Authority.

SECTION 3 – PROPOSAL REQUIREMENTS AND RATING

Proposal

The proposal submitted by your firm shall specifically address the following:

1. Legal name, address, telephone number and fax number of the firm's office.
2. Name of firm's representative designated as the contact person for the RFP.
3. A description of your firm's background and experience in providing auditing and management consulting services to similar governmental organizations including an affirmation that the firm and its agents are properly licensed for practice as Certified Public Accountants.
4. A summary of your audit plan and tentative schedule to complete the engagement by the requested due date. In addition, please provide a description of your approach to the audit including expected reliance on statistical sampling methods and the system of internal controls.
5. Names and resumes of firm's officers, principals and other key personnel to be assigned to the engagement.
6. A list of at least three references from locally served governmental audit clients. Please provide a name, address, telephone number and e-mail address for a contact person for each reference. It is the District's intention to verify these references prior to making the final selection.
7. Any additional information considered necessary in assessing the firm's qualifications and experience.
8. Proposed cost to provide audit services.

Cover Letter

The proposal shall be transmitted with a cover letter which includes the following:

1. Signature of an individual who is authorized to bind the bidder contractually.

2. Confirmation of the receipt of the RFP and all addenda thereto.
3. Statement that the proposal is valid for a 60-day period from the due date of the proposal.
4. The name, title, address, telephone number and e-mail address of the individual to whom correspondence and other contacts should be directed during the selection process.

Address the proposal to:

Austin Miller, Administrator
Cosumnes Groundwater Authority
8970 Elk Grove Blvd.
Elk Grove, CA 95624

Proposal Rating

Proposals will be evaluated in detail and additional information may be requested from proposers. Before final award of the contract, the District may interview the top-ranked proposers. Upon selection of an auditing firm, contract negotiations will start as soon as possible. If a contract cannot be negotiated for any reason, another vendor may be selected.

The following represents the principal selection criteria which will be considered during the evaluation process:

- 1 Expertise and Experience of the Firm
This includes the firm's past experience on comparable government engagements; the quality and expertise of the firm's professional personnel to be assigned to the engagement and the adequacy of the firm's continuing professional education program for its professional personnel.
- 2 Audit Approach
The audit approach shall demonstrate an understanding of the District's objectives and needs and present a clear and organized description of how the auditor plans to meet them. This includes the adequacy of the proposed staffing of the engagement to ensure that the work is properly supervised and that the estimate of the number of hours to complete the work is accurate to ensure completion of the engagement by the requested due date.
- 3 Cost
The cost to perform the requested services.

The Authority reserves the right not to award a contract, to modify the scope of services required as necessary and/or to accept or reject any or all submittals received as a result of this request.

SECTION 4 – TERMS AND CONDITIONS

Term of Agreement

The term of the proposed agreement shall be until the 2021/22 fiscal year audit and required reports are complete and submitted. The Authority may retain the independent auditor for additional fiscal years if satisfactory terms of renewal can be negotiated.

Standard Terms and Conditions

The following clauses, in substantially the form presented, will be made part of a professional services contract the selected auditor will be expected to sign. It is anticipated that modifications and additions may be required once an auditor has been selected.

1. Termination and Breach of Contract: The Authority may terminate the Contract for the breach of any covenant, term and condition of the Contract by the auditor, its officers, agents or employees, provided the breach is not cured within ten (10) days after written notice thereof is presented to auditor. In the event that the Contract is for any reason terminated for cause by the Authority, auditor shall be liable to the Authority for the expense of the Authority arranging to obtain any services provided herein from an alternative source. Authority may terminate this Contract after thirty (30) days notice for any reason. If District terminates this Contract without cause as provided for herein, Authority shall be liable for the reasonable value of auditor's work up to the effective date of the notice. Authority's determination of the reasonable value of the auditor's work shall be final.
2. Time of the Essence: Time shall be of the essence with respect to each term and condition of the Contract.
3. Indemnity: Auditor agrees to fully indemnify, defend and hold harmless the Authority, its officers, employees and agents from any and all loss, damage, liability, claim, demand, or cause of action whatsoever resulting from or alleged to have arisen out of or have resulted from any act or omission of auditor, its officers, employees, agents, independent contractors, or representatives in the performance of this Contract.
4. Independent Contractor: In the performance of the work herein provided for, auditor shall be, and, is an independent contractor and is not an agent or employee of the Authority. The Authority has and shall retain the right to exercise full control and supervision of the services to be rendered to the Authority and full control over auditor in the performance of all services hereunder. The auditor shall be solely responsible for all matters relating to the payment of its employees, and all other regulations governing such matters.
5. Workers' Compensation Insurance Requirements: In addition to any other form of insurance required under the terms of this Contract, the auditor shall maintain Workers' Compensation insurance with statutory limits for any employees of the auditor. If any owner or employee is not covered by Workers' Compensation insurance, the auditor shall provide a statement to the Authority to that affect. The auditor shall agree to fully indemnify, defend and hold harmless the Authority, its officers, employees and agents from any and all workers' compensation claims by any owner, employee or subcontractor of the auditor in the performance of this Contract.