

**Request for Proposals**  
**CERTIFIED PUBLIC ACCOUNTING**  
**FIRM FOR YEARLY AUDIT**



**City of Marysville**  
**209 N 8<sup>th</sup> Street**  
**Marysville, KS 66508**

**Date Issued: November 10, 2025**

**Date Due: December 15, 2025**

## **I. INTRODUCTION**

The City of Marysville, Kansas is requesting proposals to select a Certified Public Accounting firm to conduct an examination of the City's financial statements as provided by K.S.A. 75-1122 through K.S.A. 75-1124. The City will select a firm to conduct an audit of the 2025 financial statements and, subject to satisfactory performance, will extend the audit for two additional years.

## **II. INFORMATION ABOUT THE CITY**

The City of Marysville is located in North Central Kansas along Highway 36 and Highway 77 with a population of approximately 3,400. The City employs approximately 35 full time employees and provides water and wastewater services to its residents. The Municipal Airport receives Federal Aviation Administration (FAA) funding.

The City's accounting functions are computerized using Tyler Technologies Fund Balance Accounting Software for General Ledger, Accounts Payable, Utility Billing, and Payroll. However, we are in the middle of a transition to Edmunds GovTech for the 2026 audit. The City has approved a Resolution waiving out of the requirements for generally accepted accounting standards and follows a modified accrual basis of accounting.

The City of Marysville utilizes separate funds for budget purposes. The funds are as follows:

General Fund	Cemetery Endowment Fund
Water Revenue Fund	Library Revolving Fund
Sewage Revenue Fund	Library Fund
Stormwater Fund	Library Employee Benefit Fund
Street & Highway Fund	Swimming Pool Sales Tax Fund
Airport Revolving Fund	Special Law Enforcement Fund
Sewer Replacement Fund	Special Parks & Recreation Fund
Bond & Interest	Koester Block Maintenance Fund
Bond & Interest #1	Employee Benefit Fund
Bond & Interest #1A	Transient Guest Tax Fund
Special Improvement Fund	Municipal Equipment Reserve Fund
Industrial Fund	Capital Improvements Fund
Economic Development Fund	Sales Tax Improvements Fund
Fire Equipment Reserve Fund	Water Utility Reserve Fund
Fire Insurance Proceeds	

## **III. PROFILE OF FIRM**

1. State whether your firm is local, national or international.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. Describe the range of activities performed by the local office in the governmental area such as audit, accounting or management services. Include activities that demonstrate your commitment to the municipal governmental practice.

4. Briefly describe your firm's quality control policies and procedures. State whether or not those policies and procedures are subjected to the profession's "peer review" program to provide for an independent review of their effectiveness.

#### **IV. GOVERNMENTAL EXPERIENCE**

Describe the most recent audits (last three years) of municipalities comparable in size to, and similar to, the type of audit requested, that were conducted by the group proposed to undertake this audit. Also, give names and telephone numbers of client officials responsible for those audits listed.

#### **V. EVALUATION CRITERIA**

Proposals will be evaluated on the basis of the qualifications of the office in the CPA firm which will actually be doing the work. Following are some of the factors which will be considered:

1. Number of current city and other local government clients;
2. Single audit experience;
3. Consulting capabilities available;
4. Quality control procedures;
5. Experience of audit team;
6. References check.

The qualifications of the firms submitting proposals will be reviewed by City Administration. The recommendation will be submitted to the entire Council for their consideration at a future council meeting. The Council will select the auditing firm and award the contract.

#### **VI. FEES**

It is anticipated that the firm selected to serve as the City's auditor will be retained on a yearly basis, with the City holding the option of retaining the same auditor for at least the succeeding two or more years. For this reason, you are asked to state a schedule of fees with a maximum fee specified for the annual audit years 2025, 2026, and 2027 within the sealed envelope.

Include the number of total man-hours of assistance that your firm will require from our City staff and identify those types of City positions.

#### **VII. TIMING**

The auditor may commence the audit at anytime. During the audit, the auditor may be required to meet with various elected or appointed officials to discuss the audit or related matters. A post-audit conference with the City Administrator/Finance Committee to review the financial statements, compliance reports and draft of comments and recommendations will be held no later than June 30 of each year. The financial statements and notes to the financial statement will be prepared by the auditor.

Failure to submit the appropriate financial statements on time will result in daily penalties which will further be discussed in the contract.

## **VIII. SUBMISSION OF PROPOSAL**

Proposals must be submitted by 5:00 p.m. on December 15, 2025 either through email or mail to:

Joshua Haverkamp  
City Administrator  
City of Marysville  
209 N. 8<sup>th</sup> Street  
Marysville, KS 66508  
Phone: 785-562-5331  
Email: [cityadm@bluevalley.net](mailto:cityadm@bluevalley.net)

Notes:

City of Marysville reserves the right to:

1. Reject any or all proposals, or to make no award.
2. Require modifications to initial proposals.
3. Negotiate; or
4. Make partial or multiple awards
5. The specific details of all proposals become public information upon their receipt and acceptance by the City.