

I. General Information

Colby Community College founded in 1964, is a comprehensive community college serving the northwestern Kansas region. Student credit hour enrollment is approximately 31,000 credit hours with nearly 1,033 fulltime equivalent credit hour students. Colby Community College also serves a wide variety of business and industry clients

Colby Community College is governed by an elected six member board of trustees and is considered a coordinated institution by the Kansas Board of Regents.

The total annual legal budget actual expenditures for the fiscal year ended June 30, 2018 was nearly \$17,000,000.

II. Services to be Provided

It is the intent of this solicitation that the services to be provided by the auditing firm are substantially the same as the services provided by our auditors for the fiscal year ended June 30, 2018, including the current form and presentation of the audited financial statements and supplemental material. This audit proposal covers two separate entities: Colby Community C





- C. Federal Pell Grants
- D. Guaranteed Student Loans
- E. Adult Basic Education Program
- F. Carl Perkins Grants
- G. Adult Basic Education Program
- H. Others as they are secured.

(see audit and ~~the~~ budget for more information on fund groups)

V. Method of Accounting

The College's financial records are generally maintained on a modified accrual method of accounting. Revenues are recorded only when they become available, except student revenues are initially recorded on an accrual basis through the accounts receivable system. Encumbrances are recorded when budgetary expenditures are anticipated. At fiscal-year-end, appropriate expenditures are accrued and appropriate revenues are deferred.

VI. Automated Systems

Currently the accounting and payroll records are processed in-house on Microsoft Dynamics Great Plain software running on Xeon. The software is supported on an annual contract basis with Ellucian

VII. Last Year's Audit

Copies of last year's audit for each entity is attached.

VIII. Assistance from the College Staff

The College's Finance Department staff will be available to assist the auditors and will prepare schedules, pull documents, and reproduce documents as appropriate.



IX. Information to be Submitted with Proposals

A. Scope Section

Define the scope of services to be provided including items listed in Section II above.

B. Time Schedule

Fieldwork is to be coordinated between the audit firm and Colby Community College. It is anticipated the majority of the field work will be performed August, September and/or October with the audit reports prepared in time for distribution to and receipt by the Board of Trustees no later than the December, 2009 meeting.

C. Profile of the Firm

1. State the qualifications of your firm to perform the audit.
2. State whether your firm is local, national or international
3. Give the location of the offices from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
4. Describe the range of activities performed by the local office in the area of education (i.e., audit, accounting, or management services).

D. Audit Personnel

Identify the supervisors and staff who will work on the audit. Resumes should be included.

E. College and Municipal Auditing Experience

Describe recent local office auditing experience similar to the type of audit requested and give the names and telephone



Additionally, the proposals should indicate the range of fee increases for each of the next two years.

H. Quality Review or Peer Review Substantiation

Submit documentation to substantiate that your firm has undergone a peer review.

X. Submission of Proposals

If your firm desires to submit a proposal, please submit two copies in a sealed envelope clearly labeled "SEALED AUDIT PROPOSAL" to:

Colby Community College  
ATTN: Seth Carter  
1255 S. Range  
Colby, KS 67701

Proposals must be submitted prior to the opening, which will be in Thomas Hall Board Room on 09/14/08-3p