



Mid-Hudson Library System

103 Market Street, Poughkeepsie, New York 12601 | tel 845.471.6060 | fax 845.454.5940 | <http://midhudson.org>

REQUEST FOR PROPOSALS

Mid-Hudson Library System (MHLS) is a nonprofit governmental organization that provides services to libraries in five counties of the mid-Hudson Valley region. MHLS has an annual budget of approximately \$2.8 million, with 80% of this funded by New York State Education Department.

It is the practice of MHLS to change audit firms every five years, therefore, MHLS is now seeking proposals from accounting firms in the region to perform a review for the fiscal year ending 12/31/14. Generally, MHLS requests an audit every third year. Please also provide a quote for an audit for the fiscal year ending 12/31/15.

The following are some elements to consider when providing your proposal:

- MHLS operates on a modified accrual basis using Finance Manager accounting software
- Is governed by an elected Board of Trustees
- Files an Annual Report with New York State
- Files New York State Comptrollers Annual Report
- Owns its own building with a separate auditorium building
- Has a full-time staff of 12 and 10 part-time
- Member of New York State Employee's Retirement System
- Provide post-employment benefits
- Leases one copier

Attached is the Table of Contents for schedules in our last audit.

MHLS is targeting to have the review for the 2014 fiscal year completed in March 2015. MHLS is open to having completion delayed by 30 days if there would be a considerable reduction in cost.

Please respond to this request for proposal no later than July ____, 2014.

Please submit your proposal for one review for fiscal year ending 12/31/14 and one audit for fiscal year ending 12/31/14 to:

Linda B. Vittone
Finance/Business Office Manager
Mid-Hudson Library System
103 Market Street
Poughkeepsie, NY 12601

lvittone@midhudson.org

845-471-6060 ext 213