



THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041

Township of Millburn Request for Proposals Accounting and Auditing Services

The Township of Millburn is seeking proposals for accounting and auditing services. The current auditor has been appointed by the Township Committee on an annual basis in each year since 2008. The Township has had only three different auditors from 1977 through the present. The Chief Financial Officer prepares the Township's Annual Financial Statement, Supplemental Debt Statements, Annual Debt Statement and Annual Budget Document as well as most of the annual audit schedules in the NJ CAFR format.

The Township of Millburn's 2018 operating budget is \$58 million dollars and carries general capital debt of approximately \$20 million.

The services requested include the following:

- Statutory audit of all funds and Deferred Compensation Plan
- Preparation of all associated State required separate reports
- Preparation and handling of all Tax and Utility verification forms
- Review of Annual Financial Statement
- Review of Annual Debt Statement
- Review of State Budget Document
- Review of Disclosure Information for Official & Preliminary Official Statements
- Annual Audit of the Millburn Fee Public Library
- Hourly rates for additional services broken down by levels of expertise of the employee performing said services

Kindly include copies of your latest quality control review opinion, affirmative action compliance, Certificate of Employee Information Report, and Business Registration Certificate. If applicable, conduct audit conformity with the provisions of the Single Audit Act Amendments of 1996 and the U.S. Office of Management and Budget Circular A-133, "Audits of State and Local Governments," and the State Treasury Circular letter 04-04 OMB "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid." Additionally, the Township requests each firm present a list of Public Sector clients, contact person and phone number, in which they have been engaged to perform similar work. Include a brief resume of the staff members of your firm who will be assigned to perform the Township's audit. It is required that the proposer be

able to send and receive documents electronically and provide the Township with the annual report in an electronic format as well as hard-copy.

The criteria for award will be based on price, as well as qualifications of the auditing principals and their support staff, responsiveness and experience. Recommendations will be brought to the Township Committee at their March 19, 2019 meeting.

Sealed proposals will be received by the Township of Millburn, County of Essex, State of New Jersey, in the Administrator's Office at 375 Millburn Avenue, Millburn, New Jersey, on Friday, January 30, 2019, until 3:00 p.m., prevailing time at which time they will publicly opened and read.

The proposal (an original and 7 copies) must be enclosed in a SEALED ENVELOPE, properly endorsed with the name of the bidder, with the designation "TOWNSHIP OF MILLBURN, SEALED PROPOSAL, 2019 PROFESSIONAL SERVICES – ACCOUNTING AND AUDITING SERVICES, FRIDAY, JANUARY 30, 2019, 3:00 p.m." Proposals submitted by facsimile or email will not be accepted.

Any questions regarding this proposal/process should be submitted in writing to Jason Gabloff, 375 Millburn Avenue, Millburn, New Jersey 07041, (973) 564-7748 FAX or email jgabloff@millburntp.org.

GENERAL INFORMATION REGARDING THE TOWNSHIP OF MILLBURN

Millburn Township is a beautiful residential community located in the southwest corner of Essex County. The Township is easy to reach via the midtown direct line of NJ Transit, the Garden State Parkway, NJ Turnpike, and is also convenient to Routes 24 and 78.

The Township offers a wide variety of recreation programs, including a Community Pool and a Par 3 Golf Course, making the community appealing for families. In addition, Millburn Township has many fine restaurants, a movie theater, the Hilton Short Hills, rated by AAA as a Five Diamond Hotel, and a wide variety of cultural events, including the renowned Paper Mill Playhouse and the Cora Hartshorn Arboretum and Bird Sanctuary.

Millburn Township is unique in that it offers upscale, high-end, "fifth avenue" shopping along with quaint small town shopping of a traditional downtown. The Mall at Short Hills, located on the western side of the Township, is a beautiful regional shopping center in which many fine shops and stores are located. The downtown and local shopping areas offer a variety of unique specialty shops, service-based businesses, and professional offices.

The present population of the Millburn-Short Hills area is approximately 20,188. Millburn Township is a full-service community where most residents live in single family homes. Millburn is comprised of the historic Wyoming district, and South Mountain and Millburn Center areas. Short Hills contains the sections of Knollwood, Glenwood, Brookhaven, Country Club, Merrywood, Deerfield-Crossroads, Mountaintop, White Oak Ridge, and Old Short Hills Estates.

Government

Millburn Township was created by an act of the New Jersey State Legislature on March 20, 1857. Since its incorporation as a municipality in 1857, the Township has operated under the Township Committee form of government. A Business Administrator manages the day-to-day functions of the Township.

The Township Committee is made up of five members elected to staggered, three-year terms. At the Committee's organizational meeting each January, one member is elected to serve as chairman for a twelve-month term and another is chosen to serve as vice chairman. Under state statute the chairman of a Township Committee also holds the title of mayor.

Departmental Overview

Parks and Recreation

Millburn has excellent municipally owned and operated parks and recreation facilities. Park acreage totals 94.5 acres, which includes tennis courts, ball diamonds, soccer fields, a municipal pool, a par 3 golf course, and community center. The Department also has a Dedication by Rider for program fees.

Police

Millburn has a well-trained and efficient police force of 54 full-time officers. Complementing the regular force are Special Police Parking, Enforcement Officers, and school crossing guards. The Police Department's 2018 operating budget totaled \$7.92 million dollars.

Fire

A 47 career, 13 volunteer member fire department provides fire protection with one 100-foot ladder truck, four pumper trucks and one rescue truck. A mutual aid agreement is in effect with all surrounding municipalities. The Fire Department's 2018 operating budget is close to \$6.9 million dollars.

Public Works

The Department of Public Works consists of the Streets and Roads, Vehicle Maintenance, Recycling and Landfill, Shade Tree, Buildings and Grounds, and Sanitation. The Department's 2018 operating budgets exceed \$6.4 million dollars.

The Township offers twice per week, year round, garbage pick-up to its residents. Also, in 2008 the Township started a single-stream recycling program, which allows residents to put all recycling materials together for one pickup.

Parking Utility

The parking utility is a self-supporting unit. Metered revenues received from shoppers and commuters, along with parking permits, pay all costs involved in providing parking, both on street and in municipally owned and operated facilities. The Township has recently adopted a plan to create a redevelopment district within the downtown area. The purpose is to improve the downtown to allow for better parking facilities as well to promote the continued vitality of the local businesses within the redevelopment area. The 2018 Operating Budget and currently has approximately \$6 million in debt authorized.

Finance Department

The Department also oversees the purchasing function, budget management, payroll and general fiscal operations for the Township. The Department includes 3 full-time employees. The Township uses Edmunds software for its purchasing and accounting needs. For payroll the Township contracts with ADP.

The Department prepares the Annual Debt Statement, the Annual Financial Statement and the Budget Document which require only a cursory review by the Auditor. The Department will also complete the audit schedules, introductory letter, and statistical section in the NJ CAFR format.

Tax Collection and Customer Service Department

The Tax Collector oversees the area of revenue collections and customer service related areas, as well as maintaining and issuing parking permits, sewer bills, special improvement district bills, and working with the recreation department on program registrations. The staff consists of 5 people, including the Certified Tax Collector. The department uses MSI program for tax and sewer collections, and Capture Point's Community Pass software for recreation programs.

Free Public Library

The Township, under the direction of a Board of Library Trustees, operates its own library. It continually increases its volumes for the needs of its residents. The Library has been substantially updated to continue to increase services for Township residences. The Library's 2018 operating budget is supported by a \$3.7 million dollar appropriation from the Township which is the 1/3 of a mil requirement.

**Township of Millburn
Proposal for Accounting and Auditing Services**

FIRM: _____

Contact: _____

Address: _____

Phone: _____

Fax: _____ **E-Mail Address:** _____

**This page *must* be completed
and submitted with your
proposal. Please return no
later than January 30, 2018 to
Jason Gabloff, CFO
Township of Millburn
375 Millburn Ave.
Millburn, NJ 07041
jgabloff@millburntwp.org**

		AMOUNT
1	Statutory Annual Audit inclusive of all associated State required reports	
	Current, Capital, Other Trust	
	Parking Utility	
	Public Assistance	
	Library	
	Subtotal	
	Estimated # of Hours for Above	
2	Verification Forms	
	Tax	
	Utility	
	Estimated # of Hours for Above	
3	Review of Annual Debt Statement, Annual Financial Statement, and State Budget Document	
	Estimated # of Hours for Above	
4	Deferred Compensation Plan Review	
	Grand Total	
	Total Estimated Hours	
5	Hourly Rates:	
	Partners	
	Managers	
	Seniors	
	Staff Accountants	
	Other Personnel	