



CPA Services – Audit Preparation & Financial Support

Amador Transit – Amador County, California

Issued: 04/22/2026

1. Introduction

Amador Transit is a public transit provider serving residents of Amador County. The Agency operates fixed-route and demand-response services with approximately 23 employees and an annual operating budget of approximately \$2 million.

The Agency receives federal funding through the Federal Transit Administration (FTA) and state/local sources and must comply with applicable financial reporting and grant requirements.

2. Objective

The Agency seeks a qualified Certified Public Accounting (CPA) firm to provide **audit preparation, financial statement preparation, and ongoing accounting support services**.

This engagement does not include performing the independent audit. Instead, the selected firm will prepare the Agency for a successful financial and compliance audit by an independent audit firm.

3. Scope of Services

The selected firm will provide services including, but not limited to:

A. Financial Statement Preparation

- Prepare annual financial statements in accordance with GAAP
- Draft notes to financial statements
- Ensure readiness for audit review

B. Audit Preparation & Support

- Prepare schedules and supporting documentation for auditors, including:
 - Trial balance and adjusting entries
 - Workpapers and reconciliations
 - Schedule of Expenditures of Federal Awards (SEFA), if applicable



- Coordinate with independent auditors during the audit process
- Assist with responses to auditor inquiries

C. Federal & FTA Compliance Support

- Review financial records for compliance with FTA requirements
- Support compliance with Uniform Guidance (2 CFR Part 200), including preparation for Single Audit (if required)

D. State & Local Compliance (California)

- Assist with reporting and compliance related to:
 - Transportation Development Act (TDA)
- Support documentation required by Caltrans Division of Rail and Mass Transportation

E. Account Reconciliation & Cleanup

- Perform or assist with:
 - Bank and balance sheet reconciliations
 - General ledger cleanup and adjustments
 - Fixed asset and depreciation schedules

F. Internal Controls & Process Improvement

- Review existing accounting processes
- Recommend improvements to internal controls
- Assist in implementing best practices appropriate for a small agency

G. Advisory Services

- Provide guidance on new standards from the Governmental Accounting Standards Board (GASB)
- Provide ongoing consultation as needed

4. Minimum Qualifications

Firms must demonstrate:

- Active CPA license in the State of California
- Experience preparing financial statements for governmental entities
- Experience supporting audits
- Familiarity with FTA-funded or federally funded programs



- Knowledge of Uniform Guidance and SEFA preparation
- Experience with small agencies (≈\$2M budget preferred)
- Ability to work with limited in-house accounting staff

5. Proposal Requirements

Submittals must include:

1. **Cover Letter**
2. **Firm Overview**
3. **Relevant Experience**
 - Governmental accounting
 - Audit preparation engagements
 - Transit or federally funded agencies (preferred)
4. **Project Team**
5. **Approach & Work Plan**
 - Audit preparation strategy
 - Timeline aligned with fiscal year close
6. **References**
 - At least three similar clients
7. **Fee Proposal**
 - Hourly rates and/or not-to-exceed cost
 - Optional ongoing monthly support pricing
8. **Certifications**
 - Independence statement (must be independent of audit firm)
 - CPA license

6. Evaluation Criteria

- Experience with audit preparation for public agencies
- Familiarity with FTA and California transit funding
- Ability to support small agencies efficiently
- Technical approach and responsiveness
- Staff qualifications
- References
- Cost



7. Anticipated Schedule

Milestone	Date
RFQ Issued	4/22/2026
Questions Due	05/08/2026
Proposals Due	05/15/2026
Selection	06/1/2026
Contract Start	06/05/2026

8. Submission Instructions

- **Deadline:** 05/15/2026
 - **Format:** PDF preferred
 - **Submission:** april@amadortransit.com
 - **Contact:** April Miller, General Manager
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9. Special Considerations

- This is a **non-audit engagement**
 - Selected firm must engage with independent auditors
 - Emphasis on efficiency, affordability, and practical support
 - Preference for firms experienced with small rural transit agencies
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10. Terms and Conditions

- The Agency reserves the right to reject any or all proposals
 - The Agency is not responsible for proposal costs
 - Contract subject to negotiation
 - Compliance with all applicable laws required
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11. Optional Requirements

- DBE participation (if applicable)
- Insurance requirements
- Conflict of interest disclosure