

**DORSET FIRE DISTRICT NO. 1**  
**P.O. BOX 341**  
**DORSET, VT 05251**

August 10, 2016

**REQUEST FOR PROPOSALS**  
**AUDIT OF YEAR-END FINANCIAL STATEMENTS**  
**DORSET FIRE DISTRICT NO. 1**

The prudential board representing the taxpayers of Dorset Fire District No. 1 is soliciting requests for proposals from certified public accountants to prepare an independent auditor's report of the financial statements of the District.

The Dorset Fire District is responsible for fire services and public water in the town of Dorset. These services are provided in the village of Dorset and surrounding areas, but not in the village of East Dorset and surrounding areas (these areas are served by the East Dorset Fire District).

Here is some basic information about our organization that may pertain to the audit:

- The District taxpayers approved annual audits at our last annual meeting on May 9<sup>th</sup>
- We are interested in annual audits
- Our fiscal year-end date is June 30<sup>th</sup>
- Our bookkeeping has been kept in QuickBooks
- Our sources of revenue are:
  - fire taxes levied on all property owners in the District
  - water fees levied on water users in the District
- A copy of our bylaws is attached
- A copy of our compiled financial statements is attached

If your firm is interested in providing an independent auditor's report for the Dorset Fire District, please submit a proposal and a qualifications statement, with specific focus on the person who will be assigned as the manager of the District account. The District would also like you to prepare a brief overview of your proposed scope of work and the approach that you will take to complete those tasks in Dorset. Finally, we request you submit a list of three to five municipalities in Vermont for which you have provided these services, including the name, address and telephone number for the primary contact for each reference.

Please address your submittal of proposals to:

Dorset Fire District Prudential Committee  
P.O. Box 341  
Dorset, VT 05251