

February 15, 2022

RE:

Mo-Kan Regional Council and  
Mo-Kan Development Inc.  
224 N. 7<sup>th</sup> Street  
St. Joseph, Mo. 64501

Mo-Kan is currently requesting proposals/bids for audit services for FY 2022, 2023 and 2024, for both our non-profit entities.

**Mo-Kan Regional Council (MKRC)**

MKRC is organized under the Regional Planning and Community Development Act of 1966 (Chapter 251, RSMO). MKRC is partially funded through contributions of member governmental entities and agencies that contract with MKRC for specific program operations. MKRC operates under the direction of a 32 member Council which represents local elected officials and their appointees. MKRC provides many of the following services as authorized by its By-laws: provides technical assistance and advisory services to member governments in areas of planning, zoning, mapping, grant applications, and administration/operation of State and Federal programs. Federal funding/expenditures for FY21 were approximately \$1,317,000. Federal funds were from: US Dept of Commerce/EDA, US Dept of Transportation, US Dept of Homeland Security, US Dept of Labor (ETA). Through the EDA, MKRC also manages a federally funded Revolving Loan Fund. MKRC employs a staff of 10 with an office downtown in St. Joseph. An A-133 audit would be required, with the finalized audit report to be delivered by December 31<sup>st</sup>. MKRC's fiscal year ends on June 30<sup>th</sup>.

**Mo-Kan Development, Inc. (MKDI)**

MKDI is a non-profit organization whose primary purpose is to promote and assist the growth and development of business, including small businesses in Northwest Missouri and Northeast Kansas. MKDI has been certified by the US Small Business Administration as a Certified Development Company (CDC). As such, MKDI can assist small businesses with SBA loans. MKDI owns the property located at 224 N. 7<sup>th</sup> Street, St. Joseph, MO, the primary offices of Mo-Kan. MKDI has total assets of over \$600,000 with a fiscal year end of September 30<sup>th</sup>. IRS Form 990 applies to MKDI.

We are seeking an individual/firm who:

- Has experience performing OMB A-133 Audits
- For MKRC, will perform an A-133 audit of financial position, federal compliance, internal controls (YE – 6/30/2022, audit report to be issued within 6 months)
- For MKDI, perform audit and complete the IRS Form 990 (YE – 9/30/2022, Form 990 to be completed by mid-January, audit issued within 6 months)
- Can be available to begin the audit process in a timely fashion.
- Can be available to assist Mo-Kan, throughout the year(s) with accounting advice.

If you are interested in this opportunity, please submit a description of your qualifications, your anticipated timeline for 2022, and your bid by April 30, 2022. Your bid sheet should separate the cost for each service, each year. The Budget & Finance Committee will review the bids and make their recommendations during the May board meeting.

The primary selection criteria will be:

- Prior experience in conducting audits of not-for-profit organizations
- Bid amount (separate bids for MKRC and MKDI)
- Conformance to requested time frame

Prior audit reports will be made available upon request. Feel free to contact me at 816-233-3144 if you have any questions.

Sincerely,

Linda McNeiley  
Fiscal Officer

Cc: Tyler Ferrell, Executive Director

Mark Garges, Chairman MKRC  
Bob Caldwell, Treasurer MKRC

Michael Johnson, Chairman MKDI  
Ron Barbosa, Treasurer MKDI