



Azusa Unified School District
2021-22-AUDIT
Proposal to Provide Professional Audit Services
Annual Financial Statement
For Fiscal Year ending June 30, 2022
with an Option to Extend for Two (2) Additional Years

Submitted by:



11405 W. Bernardo Ct., Suite A

San Diego, CA 92127

Phone: (858) 939-0017 Fax: (858) 964-3754

March 21, 2022

Contact Person

Managing Partner: Sanwar Harshwal, CPA

Cell Phone: (858) 784-1622

Federal Employer ID Number: 27-0741376

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March 21, 2022

Azusa Unified School District
ATTN: Latasha D Jamal, Assistant Superintendent of Business Services
546 South Citrus Avenue
Azusa, CA 91702

Dear Latasha D Jamal and Evaluation Committee Members,

The partners and staff at Harshwal & Company, LLP are pleased to present our proposal to provide professional audit services. Our firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We understand that the Azusa Unified School District (referred to later in this proposal as the "AUSD") requires a timely audit service; we are committed to meeting all terms, conditions and requirements addressed in this request for proposal. With our experience and knowledge, we fully understand the requirements and your expectations for the services to be provided.

We believe our firm is the best qualified to perform this engagement because our audit services are best performed by utilizing specialized resources and technical proficiency. Our expertise in governmental auditing and accounting combined with our vast access to resources empowers us to solve challenges encountered during the audit. Our highly trained engagement team will maintain a knowledgeable, yet, non-intrusive, approach to the audit to deliver an audit that is of exceptional quality that requires minimal disruptions of the AUSD's on-going operations.

Understanding of the Work to be Done:

We understand that you require us to conduct an audit of the financial statements of the AUSD for the fiscal year ending June 30, 2022 with an option to extend for two (2) additional years, in accordance with general accounting office standards for financial and compliance audits, and shall include, to the extent applicable, the audit procedures recommended by the Department of Finance, State of California, as detailed in the Department's most recent publication entitled Standards and Procedures for Audits of California Local Educational Agencies (Audit Guide).

Ability to Perform the Work within Provided Time Frame:

Harshwal & Company, LLP is benchmarked for providing the work within the time frame requested. Our team is committed to completing the audit on time, as they are fully equipped with contemporary technology, which will add value to a successful and timely delivery of the audit. We are responsive and solution oriented; providing quick responses on matters that require immediate attention, hence enhancing the quality of our audit. We focus on staff continuity, which enables us to develop and maintain an in-depth understanding of your operations, management style and operating practices, which ultimately allows us to offer you experienced resources, value-added services, specialization and overall better personal service, which again unequivocally results in a timely submission of the audit report.

Why Harshwal & Company, LLP:

- Extensive partner involvement on each engagement
- Presence of a manager and/or CPA always on site during fieldwork
- Consistent and experienced staff
- Timeliness of communications
- Proactive approach in addressing complex issues early in the engagement
- Availability to clients as a specialized resource
- Professionalism with understanding

Client Confidentiality and Security

- At Harshwal & Company, LLP, we are committed to safeguarding client information. Maintaining trust is one of the core values of our firm. Since your privacy is a priority to us, we will not share nonpublic information about you with third parties without your consent.
 - In order to facilitate a highly secure method for exchanging electronic files between our firm and our clients, we have implemented a secure, trackable method for sharing large files via a hosted website called ***Suralink***.
 - All laptops of our audit and tax professionals are encrypted to protect our clients' information.
- *We are agreeing for all the terms and conditions of this RFP and we do not have any exception with it.*
- *Our Proposal is firm and irrevocable offer through and including April 30, 2022.*

Our Managing Partner, Mr. Sanwar Harshwal, is authorized to represent the firm and he is the authorized person to contractually obligate the firm, to negotiate the contract on behalf of the firm and to be contacted for clarifications. He can be reached at 11405 W. Bernardo Ct., Suite A, San Diego CA 92127; Phone No. (858) 784-1622, Fax No. (858) 964-3754 or via an email at sanwar@harshwal.com.

Harshwal & Company, LLP is a small business enterprise that is SBA 8(a) certified, GSA vendor and a 100% minority owned CPA firm.

We thank you for your consideration and hope that you will provide us with the opportunity to serve your esteemed organization with our services.

Sincerely,

**Harshwal & Company, LLP
Certified Public Accountants**



**Sanwar Harshwal, CPA, CIA, CISA, CFE
Managing Partner**



Proposal to Provide Professional Audit Services

DESCRIPTION OF FIRM

Harshwal & Company, LLP was founded eleven years ago and is a locally established firm of CPAs, offering auditing, accounting, management consulting, IT services and other specialized services to various clients. Our client base consists of educational entities, state and local governments, not-for-profit organizations, special districts, tribes and tribal governments, and housing authorities throughout the United States. Our commitment to our clients has provided our firm with continued growth and success at developing and maintaining strong professional relationships. Our engagement team also has extensive experience in auditing and reviewing financial statements and has received GFOA.

The members of the firm have accumulated over four decades of experience in public auditing; primarily with international certified public auditing firms while employed in high-level supervisory positions. Individually, the partners and management staff are recognized in their respective areas for leadership roles, which they take part in promoting the high ideals of the auditing profession and for producing the highest quality services.

Our San Diego office will be providing audit services to the Azusa Unified School District. The address and phone number of our office is below:

San Diego, CA	11405 W. Bernardo Ct., Suite A San Diego, CA 92127	Phone: (858) 939-0017 Fax: (858) 964-3754
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Staff Structure:

Audit Team	Manpower
Managing Partner	01
Additional Partners	01
Audit Manager	02
Operations Manager	01
CPAs and Senior Staff	07
Additional Staff	08
Total	20

One audit manager, one senior auditor, and one staff member will be assigned on a full-time basis, and one staff auditor and one senior auditor will be available on a part-time basis.

Services Provided by the Firm

Harshwal & Company, LLP is a full-service professional firm, providing comprehensive services commonly associated with larger firms. The firm is divided into the following departments and provides the following services:

- **Audit Department:** Provides audit services to commercial, governmental and non-profit organizations with a special emphasis on compliance audits in education, health and housing industries.





Proposal to Provide Professional Audit Services

- **Accounting Department:** Provides consulting services in setting up businesses and establishing accounting systems, books and records; assistance in maintaining business records; and preparing financial statements.
- **Tax Department:** Provides a wide range of tax preparation, tax planning and consulting for corporations, partnerships and individuals.
- **Management Advisory Services:** Our technical knowledge, training and business experience enable us to provide a broad range of management advisory services, which includes the following:
 - Designing and assisting in the installation of accounting systems to fit the requirements of a particular business.
 - Analyze existing accounting systems and recommend ways to improve controls and efficiency.
 - Assessment, installation and modification of computer hardware and software systems.
 - Consulting in management information systems.
 - Providing consultation about the use of management information systems for planning and control and the application of accounting and other controls.

Equal Opportunity Employer

Harshwal & Company, LLP is an equal employment opportunity employer and is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all applicable federal and state laws and regulations relating to equality. We prohibit discrimination of qualified persons based on race, religion, color, sex, age, national origin, disability, sexual orientation, military status, or any other characteristic protected by applicable federal, state, or local law.

Independence

We are independent of the Azusa Unified School District as defined by generally accepted auditing standards issued by the *U.S. General Accounting Office's Government Auditing Standards*. Before accepting any new engagement, we conduct a thorough check to ensure that there are no conflicts of interest or independence issues. This procedure is in compliance with the independence requirements of all regulatory agencies and, specifically, in compliance with the Standard for Audit of Governmental Organizations, Programs, and Activity Functions, as published by the U.S. General Accounting Office (GAO). If selected as your audit firm, we will maintain and monitor our independence as well as reassess our independence with respect to your organization on an annual basis. We will continue to evaluate our independence as your external auditors and will give the AUSD written notice of any professional relationships involving the AUSD, if entered into, during the period of the audit contract.

Conflict of Interest Statement

Harshwal & Company, LLP does not have any past or current business or other relationship with the AUSD. We also hereby agree that no member, officer, or employee of the AUSD, no member of the local governing body of the locality in which the AUSD is located and no other public official who exercises any function or responsibilities with respect to the AUSD, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.





Proposal to Provide Professional Audit Services

License to Practice in California

The firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants, and meet the Continuing Professional Education requirements under U.S. GAO's Government Auditing Standards to perform the proposed audits.

California State Board of Accountancy Number - PAR7299

Federal Identification Number - 27-0761374

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

CERTIFIED PUBLIC ACCOUNTANT PARTNERSHIP

REGISTRATION PAR 7299
RECEIPT NO. 12492026

CALIFORNIA BOARD OF ACCOUNTANCY
2450 VENTURE OAKS WAY, SUITE 300
SACRAMENTO, CA 95833
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3672

VALID UNTIL OCTOBER 31, 2023

HARSHWAL & COMPANY LLP
16870 W BERNARDO DRIVE
STE 250
SAN DIEGO CA 92127

In accordance with the provisions of Chapter 1, Division 3 of the Business and Professions Code, the firm named hereon is duly registered and entitled to practice as a Partnership.

09/07/21
09/07/21

----- POST IN PUBLIC VIEW -----

WABPAR 04/12/17

Insurance Requirements

We will maintain such insurance coverage during the period of the engagement. Harshwal & Company, LLP maintains the following insurance:

- 1) Professional liability for \$2,000,000 per claim and \$4,000,000 aggregate. The carrier is Great Divide Insurance Company.
- 2) Commercial general liability and property damage for \$2,000,000 per occurrence and \$4,000,000 aggregate. The carrier is Hartford.
- 3) Automobile liability for \$2,000,000. The carrier is Hartford.
- 4) Workers' compensation (statutory amounts and limits) insurance carrier is Hartford. The limit of the liability is \$1,000,000.

A Certificates of Insurance is included in the "ATTACHMENTS" section.





CONSULTANT'S PERSONNEL

The expertise and experience of Harshwal & Company, LLP's principals and personnel are at the core of the firm's excellence in performing audits of educational entities. Harshwal & Company, LLP has experience providing exceptional client service and high-quality audit services through comprehensive knowledge and understanding of governmental accounting standards.

Staff Continuity over the Term of the Agreement: We focus on our team members as well as our clients. Our turnover is significantly lower than other national and regional service firms. This staff continuity enables us to develop and maintain an in-depth understanding of your operations, management style and operating practices, which ultimately allows us to offer you experienced resources, value-added services, industry specialization, and overall better personal service. This commitment to people also resides at our executive level where you will find a refreshingly greater hands-on approach compared to other service providers. Our culture stresses the importance of executive presence throughout projects and engagements.

Number of Staff Assigned to Audit

Name of Team Member	Role	Experience
Sanwar Harshwal, CPA, CIA, CISA, CFE	Managing Partner	38+ Years
Samson Reda, CPA	Senior Auditor	6+ Years
Garima Pathak	Audit Manager	6+ Years
Jitesh Bhakta (CPA 2 sections passed)	Staff Auditor	5+ Years
Kinjal Patel (CPA Passed)	Staff Auditor	5+ Years

Almost all of our assigned key personnel are licensed to practice as a Certified Public Accountant. In addition to the key personnel listed, additional staff will be assigned from our pool of highly qualified professionals.

We assure the AUSD if we are selected as your auditors, we will not delegate or subcontract our responsibility without written consent of the AUSD.

The following table details CPA license number for each key member of our audit team:

Name	License Number	License Status	Expiration Date
Harshwal & Company, LLP	PAR 7299	Active	10/31/2023
Sanwar Harshwal, CPA	93540	Active	07/31/2023
Samson Reda, CPA	50178	Active	06/30/2022





Audit Team Responsibilities

<u>Name/Position</u>	<u>Responsibility</u>
Sanwar Harshwal, CPA Managing Partner	<p>Sanwar Harshwal will be the managing partner in charge of administration, reviews, planning of the audit, approval of the audit scope and work, and review of work and liaison with the AUSD. He is responsible for conducting the fieldwork, coordination of the audit plan, and ensuring that the plan formulated has been effectively followed and managed.</p> <p>He will coordinate with the manager and supervisor for proper fieldwork progress. He will also manage and organize the audit team's effort and ensure the various audit components are performed efficiently. He also has the responsibility for meeting with the AUSD's management to keep them informed regarding the progress of the audit. The responsibility also extends to ensure smooth interaction of the firm with the AUSD. He has final authority in the conduct of the engagement, and assumes full responsibility for the work performed.</p>
Samson Reda, CPA Senior Auditor	<p>Samson Reda, is a senior auditor in the firm's audit group and is in charge of the fieldwork. He will be responsible for preparation and maintenance of various work-papers required for audit report preparation.</p>
Garima Pathak Audit Manager	<p>Garima Pathak will provide AUSD staff with updates to summarize our progress against the project timeline, and update the status of upcoming deliverables. She will also document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model.</p>
Jitesh Bhakta Staff Auditor	<p>Jitesh Bhakta, under the supervision of the auditor in charge of the fieldwork, will be responsible for preparation and maintenance of various work-papers required for audit report preparation.</p>
Kinjal Patel Staff Auditor	<p>Discharge audit duties and reviews under the direction and guidance of senior, perform studies, tests, reviews and analysis of accounts and financial transactions</p>

Overall Supervision to be Exercised

The audit will be managed by our firm's audit manager, Garima Pathak, who has extensive experience in audits of educational entities. Garima Pathak has been in charge of various large audits, governmental funded programs, and community-based organizations receiving federal and state funds.

We assure you regarding the quality of staff over the term of the engagement. We will not replace audit personnel except with prior written permission of the AUSD. In case we change, we will provide replacements having better qualifications and experience.





Audit Team Resumes

SANWAR HARSHWAL, CPA, CFE, CISA

Managing Partner

Sanwar Harshwal is the Managing Partner of Harshwal & Company, LLP. He is a globetrotter and a trained technical speaker on auditing and global accounting standards, IT and internal controls, on fraud prevention, and on examinations and internal audits. With over 38+ years of experience with governmental auditing engagements, Mr. Harshwal is also a leading expert on emerging accounting challenges for educational entities. Mr. Harshwal has attended AICPA seminars on GASB's New Financial Reporting Model and Financial Statements of Educational Entities.

During the last 5 years, Mr. Harshwal has provided over 400 hours of training to several professionals on GASB, GAS, Uniform Guidance, FASB, SAAS, GAGAS, pension plan audits, COSO, COBIT, internal audits, fraud prevention and examination and tribal governmental governance issues. In addition to having significant experience in audits, strategic assessments of accounting functions, and internal control structures, Mr. Harshwal has extensive experience in evaluating complex accounting and finance issues. He has proficient knowledge of using CaseWare, CaseView, CaseWare IDEA software and other automated tools.

Education:

- B.S. Business Accounting and Bachelor of Law

Certification

- Certified Public Accountant - State of California (CPA)
- Certified Public Accountant - State of New Mexico (CPA)
- Certified Public Accountant - State of Arizona (CPA)
- Certified Public Accountant - State of Washington (CPA)
- Chartered Accountant - The Institute of Chartered Accountants of India
- Certified Information System Auditor (CISA)
- Certified Fraud Examiner (CFE)
- ORACLE Financial Consultant (Oracle Business Suite)
- Chartered Global Management Accountant (CGMA)
- Certified Risk Management Assurance (CRMA)
- Certified Construction Auditor (CCA)

Professional Membership

- Member of AICPA
- Member of California CPA Society of Certified Public Accountants
- Member of Information Systems Audit and Control Association, USA
- Member of Association of Certified Fraud Examiners, USA
- Member of Institute of Certified Internal Auditors
- Member of National Association of Construction Auditors
- Member of NM CPA Society





Proposal to Provide Professional Audit Services

SAMSON REDA, CPA **Senior Auditor**

Samson Reda is a senior auditor at Harshwal & Company and has six year of experience in auditing and providing accounting services to educational entities, state and local governments, special districts, not-for-profit organizations, tribes and tribal governments, and housing authorities. He is an expert in data analysis and reconciliation and his experience includes auditing, the recording and analysis of account transactions; establishing accounting records; reconciliation of cash balances; implementation of accounting controls; and statistical reports. He also conducts sampling, testing and is well experienced in performing audits in accordance with attestation standards established by the AICPA. He has proficient knowledge of using CaseWare, CaseView, CaseWare IDEA and other automated tools. He will assist in directing the staff and specialize in the timely completion of the audit.

Education:

- BA in Accounting

Certification:

- Certified Public Accountant - State of Virginia (CPA)

GARIMA PATHAK, CA **Audit Manager**

Garima Pathak is our audit manager and has been employed with Harshwal & Company, LLP for six years. She has been engaged in numerous audits of educational entities, state and local governments, special districts, not-for-profit organizations, tribes and tribal governments, and housing authorities. Garima has 5 years of experience working with all types of exempt organizations including 501(c) (3), 501(c) (4), 501(c) (6), and 501(c) (7). Garima has provided tax compliance services to clients in the retail, real estate, and not-for-profit industries. She concentrates on real estate clients, focusing on low-income housing, including both for profit and not-for-profit entities. Garima has a passion for her not-for-profit clients and the industry at large, providing them with hands-on tax compliance services including Form 990 filings. She has proficient knowledge of using CaseWare, CaseView, CaseWare IDEA Software and other automated tools.

Education:

- Bachelor's in Commerce

Certification:

- Chartered Accountancy of Institute of Chartered Accountants of India

JITESH BHAKTA **Staff Auditor**

Jitesh Bhakta is a staff auditor and has passed 2 CPA sections. He has been employed with Harshwal & Company, LLP for five years. He has been engaged in numerous audits and accounting engagements of state and local governments, educational entities, special districts, not-for-profit organizations, tribes and tribal governments, and housing authorities.





Proposal to Provide Professional Audit Services

He is an expert in data analysis and reconciliation and his experience includes auditing, the recording and analysis of account transactions; establishing accounting records; reconciliation of cash balances; implementation of accounting controls; and statistical reports. He also conducts sampling, testing and is well experienced in performing audits in accordance with attestation standards established by the AICPA. He has proficient knowledge of using CaseWare, CaseView, CaseWare IDEA and other automated tools. He will assist in directing the staff and specialize in the timely completion of the audits.

Education:

- AIU equivalent of MBA in Arts

KINJAL PATEL

Staff Auditor

Kinjal Patel is a staff auditor and is awaiting her CPA license. She has been engaged with several audits and accounting engagements of educational entities, state and local governments, special districts, not-for-profit organizations, tribes and tribal governments, and housing authorities. Kinjal is proficient in the operating nuances of accounting and auditing packages and demonstrates up-to-date knowledge of auditing and accounting pronouncements. Kinjal has worked on financial and compliance engagements under the Single Audit Act of 1984 and OMB Circular (Uniform Guidance). She has proficient knowledge of using CaseWare, CaseView, CaseWare IDEA software and other automated tools.

Education:

- Master of Business Administration in Accounting

Continuing Professional Education

The following table details CPE hours for each key member of the proposed audit team:

Audit Team Member	Governmental CPE	Non-Governmental CPE
Sanwar Harshwal, CPA, CIA, CISA, CFE	140	124
Samson Reda, CPA	80	56
Garima Pathak	84	57
Jitesh Bhakta (CPA 2 sections passed)	82	28
Kinjal Patel (CPA Passed)	58	28

PROFESSIONAL ASSOCIATIONS

We are members of the American Institute of Certified Public Accountants (AICPA), the California Society of Certified Public Accountants (CalCPA), and we have registered with the Public Companies Accounting Oversight Board (PCAOB). In addition, our firm is a member of the AICPA’s Governmental Audit Quality Center. Several of the firm’s partners serve on several Audit and Accounting subcommittees for CalCPA. We are active members in the Governmental Finance Officers Association (GFOA) and attend training seminars provided by GFOA. Several of our partners serve on the GFOA CAFR Special Review Committee. We are also active members of the California Society of Municipal Finance Officers (CSMFO).





FIRM'S TECHNICAL EXPERIENCE

Harshwal & Company, LLP specializes in school district auditing, including the audits of California K-12 Public Education auditing. Our firm managing partner has 38+ years of experience auditing, consulting and/or working for school districts. All of our staff receive extensive training specifically in school district audits. Each audit that we perform is conducted in accordance with applicable State laws and *Generally Accepted Governmental Auditing Standards*. Harshwal & Company, LLP's experience providing auditing services, including the schools for which we have provided these services in the last five years is listed below.

Educational Entities

- Pleasant Valley School District
- Lamont School District
- La Honda-Pescadero Unified School District
- Sacramento Valley Charter School
- EL Segundo Unified School District
- Conejo Valley Unified School District
- Belmont-Redwood Shores School District
- Ravenswood City School District
- Jefferson Union High School District
- Richland School District
- Napa Valley Unified School District
- Fairfield-Suisun Unified School District
- Benicia Unified School District
- San Mateo - Foster City School District
- Brisbane School District
- Jefferson School District
- Pacifica School District
- San Bruno Park School District

Harshwal & Company, LLP has performed numerous audits of governmental organizations, including several special districts, cities, counties, etc., that are subject to financial and compliance audits. The following is a list of our clients:

Special Districts

- Ambrose Recreation and Park District
- Humboldt Bay Harbor, Recreation and Conservation District
- Burbank Sanitary District
- Goshen Community Services District
- Aromas Tri-County Fire Protection District
- Cypress Fire Protection District
- South Monterey County Fire Protection District
- San Miguel Community Services District
- Rodeo-Hercules Fire District
- Coastside Fire Protection district
- Yolo Local Agency Formation Commission
- Fort Dick Fire Protection District
- Cupertino Sanitary District
- Alameda County Fire Department
- Border Coast Regional Airport Authority
- SCC Center Fire Protection District
- Del Norte Solid Waste Management Authority
- Mission Oak Park and Recreation District
- El Rancho Simi Cemetery District
- Valley of the Moon Water District
- South Santa Clara Co. Fire District
- Saratoga Fire Protection District
- Menlo Park Fire Protection District
- Lions Gate Community Service District
- Los Medanos Community Health Care District
- Alameda County Law Library
- Oakland-Alameda County Coliseum Authority
- Los Altos Hills County Fire District
- Santa Clara County Sanitation District 2-3
- Solano County Local Transportation Fund
- Alameda County Community Development Department
- Alameda County Housing and Community Development
- East Palo Alto Sanitary District





State and Local Governments

- Town of Apple Valley
- County of Del Norte
- City of Sanger
- City of Oakland
- City of East Palo Alto
- City of Crescent City
- City of Vallejo
- County of Santa Clara
- City of San Mateo
- Cibola County
- Sierra County
- First 5 Alameda County
- First 5 Marin Children & Families Commission
- First 5 Monterey County
- First 5 Santa Cruz County
- First 5 San Bernardino
- First 5 Inyo County
- Town of Edgewood
- Town of Springer
- Town of Mesilla
- Town of Cochiti Lake

Counties

Contra Costa County

- Public Works Department
- Emergency Medical Services

Santa Clara County

- Single Audit (Sub Contractor)
- County of Santa Clara JTPA Program
- Mental Health Short Doyle Program
- Sheriff’s Department – Inmate Welfare Fund

County of Alameda

- Community Based Organization Audits
- Alameda County Housing and Community Development Agency - Housing and Community Development and Lead Poisoning Prevention
- Alameda County Public Works Department
- Alameda County Housing and Community Development - Bond Audit
- Alameda County Social Services - Food Stamp
- Oakland-Alameda County Coliseum Authority
- Alameda County Congestion Management Agency
- Alameda County Health Care Services Agency
- Alameda County Auditor-Controller’s Agency
- City of Oakland, Office of Public Works
- Alameda County Fire Department
- Alameda County Transportation Authority

County of San Mateo

- JTPA Program
- Menlo Park Fire Protection District
- Department of Community Services

Santa Cruz County

- Single Audit
- Mental Health - Short Doyle Program

Solano County

- City of Vallejo (Sub Contractor)
- Local Transportation Fund
- Mental Health - Short Doyle Program





Del Norte County

- Del Norte County
- Del Norte County Solid Waste Management Authority

Other Counties

- Short Doyle Program - City and County of San Francisco
- Mental Health - Short Doyle Program - County of Yolo
- Mental Health - Short Doyle Program - County of Monterey
- Single Audit (Sub Contractor) - Sonoma County
- Mental Health - Short Doyle Program - County of Tulare

Housing Entities

- Housing Authority of the City of Benicia
- Housing Authority of the County of San Mateo
- Housing Authority of the City of Port Hueneme
- Eastern Regional Housing Authority
- White Mountain Apache Housing Authority
- Pueblo of San Felipe Housing Authority
- Santa Clara Pueblo Housing Authority
- Housing Authority of the City of Richmond
- Housing Authority of the County of Alameda
- Housing Authority of the County of Butte
- Hopi Tribal Housing Authority
- Rincon Band Housing Department
- Wagon Mound Housing Authority
- Sisseton Wahpeton Housing Authority





CAPACITY & METHODOLOGY

Following are the essential qualities which describe our firm's ability to undertake and accomplish the required scope of services:

Capacity and Resources

- We have consistently demonstrated the ability of our capacity and resources to meet the demands of our clients.
- We have established key alliance and affiliations with other government industry expert accounting firms in order to provide up-to-date industry trends and accounting updates. We will provide you the expertise and resources needed to continually guide your organization.
- As a professional firm, we believe in fulfilling all commitments to the AUSD and exceeding your expectations.

Staff Consistency

The firm is committed to maintaining staff continuity throughout audit engagements. While we cannot guarantee that our staff members will stay with the firm, we encourage loyalty by paying competitive wages, offering opportunities for promotion, using state-of-the-art equipment, and providing excellent working conditions. We also offer benefits including retirement plans, medical plans, profit-sharing programs, and continuing education. The firm is an equal opportunity employer and complies with all federal and state hiring requirements. The firm also supports affirmative action philosophies and works hard to provide opportunities for self-enhancement to members of disadvantaged groups. We guarantee that the partners assigned to this audit will be involved throughout the entire engagement term, and that assigned staff members will return to the AUSD in future years if they are still with the firm. One of our primary audit concerns is staff continuity, and our hands-on partner involvement ensures that qualified and experienced professionals will perform audits efficiently and effectively every year of the engagement.

Standard Quality Audit

Harshwal & Company, LLP have always been a hallmark for quality of its audit work. It is perpetrated in providing high-quality service without compromising the timely submission of your audit report. We have never been debarred or suspended or that our firm's contracts are never rejected for substandard audits. Harshwal & Company, LLP meets all specific requirements imposed by the state, local law or rules and regulations. Since our audit practice is concentrated in governmental and nonprofit entities receiving Federal and State funds, our workpapers are reviewed by Federal and State Auditors on a regular basis

Our Managing Partner On-site

Our clients are valuable to us. Our Firm's partners do not believe in just talking to you over the phone, they participate in the on-site engagement and provide exemplary client service to ensure transparency throughout the audit process. The audit team is structured in such a manner that either the partner or manager will be available on site during the audit.





Proposal to Provide Professional Audit Services

Firm's Ability to Audit Computer-Generated Data

Given today's complex and technical requirements it makes it imperative that up-to-date technology is utilized to run companies. Given this nature, the greater majority of the firm's clients utilize computers to maintain their accounting. The firm has audited computer generated data effectively for the past twenty-five years. The variety of accounting and auditing software applications we use for the fieldwork enables our staff to download your accounting data onto their system. This procedure would avoid duplication of effort.

Cost Effective

Harshwal & Company, LLP was founded on the principle of providing audit and consulting services at a reasonable cost. The amount of audit work to be performed is defined by professional standards. At Harshwal & Company, LLP we don't believe in unnecessary overhead, we use state-of-the-art technology and standardized billing rates and audit hours, with no surprises. Therefore, we are able to provide quality and reliable audit services at a reasonable cost.

PAST PERFORMANCE

Firm's Most Recent External Quality Control

Harshwal & Company, LLP is a member of the Governmental Audit Quality Center (GAQC) and Employee Benefit Plan Audit Quality Center (EBPAQC) of the American Institute of Certified Public Accountants (the AICPA) and the Center for Audit Quality, an affiliate of the AICPA. A key requirement for membership in these groups is to have our systems of quality control reviewed by another CPA firm once every three years. Our most recent peer review was completed in 2020, and we received a passing peer review rating.





1710 Gilbreth Road
Burlingame, CA 94010
(650) 522-3094
Fax: (650) 522-3080
peerreview@calcpa.org

March 01, 2021

Sanwar Harshwal
Harshwal & Company LLP
16870 W. Bernardo Dr, STE 250
San Diego, CA 92127

Dear Sanwar Harshwal:

It is my pleasure to notify you that on February 25, 2021, the California Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Peer Review Committee

Peer Review Program
The Peer Review Program Team
peerreview@calcpa.org
650-522-3094

cc: Constance Coughlan

Firm Number: 900005526362

Review Number: 578635





Proposal to Provide Professional Audit Services

Desk & Field Reviews

From time to time, selected Harshwal & Company, LLP audit engagements are subject to desk review by federal or other regulators. In all such reviews during the past three years, the reviews have shown our work to be satisfactory, and no disciplinary or other administrative proceedings have resulted from those reviews. There has been no disciplinary action taken against Harshwal & Company, LLP's offices by the AICPA, or any State Board or Society in the last three years. There are also no such actions currently pending.

Disciplinary Action or Pending Litigation

Harshwal & Company, LLP's emphasis on quality has provided the firm with an excellent track record regarding claims related to professional services. Harshwal & Company, LLP has an impressive history, free of litigation, penalties and debt, and we have no sanctions or restrictions imposed by professional organizations, regulatory authorities or other government institutions. Harshwal & Company, LLP has never been debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or from receiving federal contracts, subcontracts or financial or non-financial assistance or benefits, under Executive Order 12549, "Debarment and Suspension" (24 CRT 85.35) or other federal laws, statutes, codes, ordinances, regulations or rules, at any time during the term of the agreement.





Similar Engagements

We encourage you to contact these references to inquire about the quality of our services, their overall satisfaction, the effectiveness of our auditing and accounting approach, the expertise of our professionals, and the timeliness and overall value of our services. We would be happy to provide additional references upon request, if you would like.

Client Name	Scope	Contact Information
Pleasant Valley School District Date: FY 2021 - Present	Scope: Financial Statement Audit Staff Hours: 400	Josh Valdivia, Director of Finance (805) 389-2100 ext. 1166 jvaldivia@pleasantvalleysd.org
El Segundo Unified School District Date: FY 2020 - Present	Scope: Financial Statement Audit and bond audit Staff Hours: 200	Kim Linz, Chief Business Official (310) 615-2650 klinz@esusd.net
Richland School District Date: FY 2019 - Present	Scope: Financial Statement Audit and bond audit Staff Hours: 200	Martin R. Rodriguez, Chief Business Official (661) 746-8610 mrodriguez@rsdshafter.org





CUSTOMER SERVICE TO AUSD COMMITMENT

Understanding of the Project to be Performed:

The two most critical components of the audit are (1) to have continuity and consistency in the auditors involved and (2) have the entire audit team from partners to staff, understand and be aware of the technical requirements for the engagement. Therefore, careful audit planning is emphasized along with written instructions and a comprehensive workshop is carried out for the staff engaged. We have ascertained that this effort not only serves to state the line of organization and responsibility from the commencement but also serves to discuss the areas of concern and applicable audit techniques to be adopted in the examinations proposed to be conducted. Our plan will involve a comprehensive entrance meeting with the AUSD's audit committee and management. During this phase, we hope to establish the timetable for examination and identify dates for future meetings to report upon our progress of the examination.

Shortly thereafter, the partners and an audit manager will meet with the AUSD's Manager and Finance Director to be able to obtain a more detailed outline of the AUSD's financial systems and processes. This will help us to determine the extent and concentration of our audit effort, obtain knowledge and an understanding of the legal and reporting requirements by obtaining pertinent statutes, regulations, charter provisions, bond coverage and other requirements. The meeting will serve as a guideline to prepare and outline our audit-planning memorandum and the audit plan. Upon completion of the audit plan, we will meet with the AUSD officials to go over our plan. During the meeting, we hope to share our understanding of the audit approach and fine-tune the dates of commencement, the assistance available to us, the assistance the AUSD may need from us, and the introduction of the audit team seniors to the AUSD officials. In the next step, a conference will be initiated by the audit team to be assigned. The conference will serve as a platform to share our audit plan and programs, discuss areas of concern, identify audit teams and dates, and address any and all pertinent questions from our staff.

SPECIFIC AUDIT APPROACH

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and an audit manager. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of the total hours spent on the engagement. Our team's approach is to be efficient yet non-intrusive. We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

Audit Planning — Interim Phase

Our audit planning process includes a risk assessment of the AUSD and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met in a timely manner. In addition, we will provide a list and samples of schedules specifically tailored to the Azusa Unified School District to aid the AUSD's staff in preparing schedules and providing audit documentation.





Proposal to Provide Professional Audit Services

Risk Assessment — Interim Phase

As part of our extensive planning phase, the engagement team will discuss with management issues surrounding the applicable industry, the AUDS's internal and external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

Control Environment — Interim Phase

We will document and test the following control processes to evaluate their effectiveness in preparing reliable financial statements:

- Disbursements
- Cash receipts
- Payroll
- Financial reporting
- Journal entry process
- Federal and state programs
- IT and general computer controls

Based on our understanding of the AUDS's risks and control environment, we will design our substantive procedures and communicate our audit approach to management. As part of our review and documentation of the control environment, we may have recommendations for enhancing controls and/or efficiencies. These recommendations will be discussed with management prior to any comments included in a formal management letter.

Preparation of Audit Report and Review — Year-end Phase and Wrap-up Phase

Audit work papers are reviewed throughout the audit by an audit manager and engagement partner. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. The financial statements are prepared by the audit manager. All reports are reviewed by the engagement partner and concurring partner. Upon approval, we will issue drafts of all reports based on the AUDS's predetermined schedule as indicated in the Request for Proposal. This will allow adequate time for review and distribution of reports.

Substantive Procedures — Year End Phase

Substantive audit procedures are designed based on our risk assessment process. Complex and high-risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- Tests of account details — Detail transaction testing to source documentation
- Analytical procedures — Ratio analysis, variance analysis, trend analysis
- Use of data analysis software — Review of large volumes of data to detect anomalies
- Unpredictability tests — Varying timing and extent of tests
- Review of management's estimates — To determine reasonableness
- Review of subsequent events and contingencies — For proper adjustment and footnote disclosure





Proposal to Provide Professional Audit Services

Laws and Regulations

We will review the laws and regulations covering AUSD's grants and major programs as part of any Single Audit testing, if applicable. Based upon our inquiries with AUSD staff and review of any AUSD's municipal code, etc., we will determine the relevant laws and regulations that will be subject to additional test work.

Audit Sizes and Statistical Sampling Techniques

Audit sampling provides the auditor an appropriate basis on which to conclude on an audit area by examining evidence from a sample of a population. We utilize both statistical and non-statistical-sampling techniques as described in the AICPA's Audit Sampling Guide, depending on the type of testing being performed. Internal control, substantive, and compliance testing samples are generally selected using non-statistical techniques. Sample sizes are determined by risk assessment and nature of the population. We may use statistical sampling to assist with forensic testing in areas, which have a higher risk of misstatement due to fraud.

Drawing Audit Samples (for tests of compliance):

Auditor judgment will be used in selecting our audit samples for tests of compliance work. The majority of the testing of compliance will be centered around the single audit testing of the direct and material elements for the major programs.

Technological Advantages

We utilize the latest technology, including virtual servers, smart devices, and online libraries to provide us with the most up-to-date information to better serve our clients. Our online client portal, *Suralink*, gives us the capability of sending and receiving information to and from our clients faster and more securely. As portals are encrypted and use password protection to ensure that data can only be viewed by the appropriate client, we are dedicated to protecting the AUSD's confidential information. Furthermore, we streamline our audit process and organize support documents through use of the paperless audit program - CaseWare Working Papers. By effectively reviewing large volumes of data through these programs, we are able to develop a better understanding and gain a broader view of the Azusa Unified School District. These technologies enable us to increase both the scope of our engagement and the reliability of our audit opinion more efficiently, as a larger amount of information can be processed, analyzed, and interpreted in a shorter time frame.

Working Paper Retention

We will retain audit working papers for a minimum of seven (7) years unless we are notified in writing by the AUSD of the need to change the retention period. In addition, we will respond to reasonable inquiries of the AUSD and successor auditors, and allow the AUSD and successor auditors to review working papers relating to matters of continuing accounting significance.

Management Letter

Communication with management is crucial since it is essential to hear your concerns and comprehend the financial records to have a complete and thorough understanding of business operations.





Proposal to Provide Professional Audit Services

Management confirmation is required on all information contained within the financial statements to ensure that they are true and accurate and that all information has been properly disclosed. We will review all significant audit findings with the AUSD as the work proceeds and once on completion of our audit procedures. It is standard practice for our firm to produce a management letter in conjunction with each engagement. The audit process provides an opportunity to assess performance and trends, to identify opportunities to improve internal controls and/or accounting efficiency and to spot emerging needs or opportunities.

By reporting these conditions and opening them up for discussion, the management letter can play an important role in maintaining the future financial health of the organization. Should we become aware of any irregularities, illegal acts or indications of illegal acts, we will make an immediate verbal and written report of such findings to the AUSD's Council. The report will be discussed with the members responsible for the financial statements before submitting it to the Board Members.

Audit Work Schedule:

Harshwal & Company, LLP is prepared to meet the deadlines outlined in your RFP.

Milestones	Timeframes
Planning, risk assessment and system evaluation	On or before April 25, 2022
Interim audit fieldwork	On or before May 13, 2022
Field work to be completed	On or before September 30, 2022
Draft audit reports and management letters	On or before October 21, 2022
Final audit reports and management letters	On or before November 24, 2022

➤ *This timeline is dependent on the availability of your personnel and is subject to the anticipated closing dates of your accounting records.*

Technologies used to perform our audits

We are pleased to discuss our efficient use of audit technology as follows: We use the latest technical tools and technology to audit computerized systems. The following are some of the latest tools, which describe our proficiency in audits of computerized environments.

Secure Data File Transfer System. In order to improve audit efficiency, workflow management software plays an essential role between your organization and our engagement team. We employ a secure data file transfer system called **Suralink**. **Suralink's** dynamic request list is integrated with our secure file hosting system for seamless document-request coordination.

It means all our requests are in one place, updated in real-time, and accessible only by our engagement team working on your audit and the AUSD's employees who are granted access. You, as a client, no longer have to manually maintain a spreadsheet amongst several people only to repeat the process in a day or two.





Proposal to Provide Professional Audit Services

This not only makes the operation more cost-efficient, it enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. The **Suralink** dashboard, as shown below, allows you to visualize the process of the document-request fulfilment.

With this innovative tool, clients can manage workflow through a centralized individual who can assign and delegate requests to other employees; track project activity by assigned individual, due date, and status with a user friendly, easy-to-use, dashboard interface; quickly view and monitor project progress with an at-a-glance report feature; and access how-to videos and training materials through the enhanced learning center.

IDEA: We will utilize IDEA data extraction software to assist us in completing our analytical procedures. We will obtain a detail general ledger of all transactions that occurred during the year and download that information into IDEA. We will analyze the data for unusual transactions and create reports for our audit procedures. Additional functionality of this program allows us to receive files in many formats used by the AUSD which alleviates the stresses and pressures of converting data into a usable format.

CaseWare and CaseView: CaseWare is a highly flexible engagement software that facilitates real-time adjustments to your trial balance, resulting in simultaneous updates to your financial statements. It enables us to drill down from supporting audit schedules and documents to the underlying detailed accounts. We plan, perform, and review your entire engagement electronically, eliminating the use of paper. CaseView is a powerful reporting module that helps review of financial statements, as well as any other customized work paper reports.

It utilizes an interface that combines the appropriate features of Word and Excel into a single application that engages word processing features for formatting financial information. Some advantages of CaseWare and CaseView are as follows:

- **Automatic financial reports:** This refers to the ability to generate and print financial statements immediately. The numbers in the trial balance are mapped to financial statement tables and foot notes to provide robust and accurate financial statements and reports.
- **Automatic footnotes and other information:** This is the ability to format financial statement footnotes with variables (dates, amounts, etc.) that are automatically updated based upon the trial balances and appropriate work paper information.
- **Virtualization:** This provides a more consistent approach to financial statement design and a reduced risk of errors in the financial statement reports.

Checkpoints Tools: All Checkpoint Tools come with a complete set of practice aids, including valuable industry-specific practical considerations and guidance. We make sure you have everything you need to complete engagements and tax preparation with ease. Checkpoint Tools provides accounting and audit professionals with valuable industry-specific practical considerations and guidance including SMART Practice Aids® Audit Suite, PPC's Practice Aids™, PPC's Workpapers™, PPC's Interactive Disclosure Libraries™ and more. These tools work alone or with all paperless engagement products and integrate with AdvanceFlow™ and Workpapers CS, part of the CS Professional Suite from Thomson Reuters.





FIRM'S COMPUTER CAPABILITY

Harshwal & Company, LLP continues our efforts in investing in our IT system to further enhance our security and promote audit efficiency.

Top security for your data is the key to our success. When we have your data virtualized, our firm takes all the preventive steps to avoid putting your information at risk. Our in-House IT administrator maintains our server to ensure our IT environment is being constantly updated with the latest security fixes. Through VPN and Microsoft Remote Desktop, our in-House network administrator can lockdown files and system access from a single point, limiting the ability for remote sites to take data from our server.

Access to systems from anywhere and anytime: With more mobility being the norm rather than the exception, our engagement team needs robust access to the engagement files when they are working in your office. Accounting and auditing software applications are installed in our Private server and can be securely accessed through VPN and Microsoft Remote Desktop.

Secure Data File Transfer System: In order to improve audit efficiency, workflow management software plays an essential role between your organization and our engagement team. We employ a secure data file transfer system called Suralink. Suralink's dynamic request list is integrated with our secure file hosting system for seamless document-request coordination. It means all our requests are in one place, updated in real-time, and accessible by everyone working on the engagement. You, as a client, no longer have to manually maintain a spreadsheet amongst several people only to repeat the process in a day or two.

Not only does this make the operation more cost-efficient, it enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. The Suralink dashboard, as shown below, allows you to visualize the process of the document-request fulfillment.

Our IT services:

- Authenticate whether the present business strategies are appropriate for optimum utilization of all available resources.
- Identifies the proper actions to be implemented, eliminating inefficiencies and impractical methods or operations.
- Understand probabilities of all IT threats and their impact on the quality of the services being provided.
- Improve the efficiency and effectiveness of IT-enabled processes and controls.
- Assist in implementing the Disaster Recovery Plan required in the event of natural and man-made disasters.
- Discover IT related frauds and provide preventive measures.
- Validate competencies of internal control on existing hardwares and softwares.

We have 4 highly trained and skilled IT personnel who have good knowledge and experience in IT auditing. Our team consist of 1 CTO, 2 Server Administrators and 1 Tester. Mr. Abhishek Harshwal will work on the IT audit.





641 Sheldon Street • El Segundo, CA 90245 • (310) 615-2650
www.elsegundousd.net

SUPERINTENDENT
Melissa S. Moore, Ed. D.

BOARD OF EDUCATION
Paulette B. Caudill
Emilee M. Layne
Tracey I. Miller-Zarneke
Michael D. Wagner
Dieema A. Wheaton

Re: Professional Reference for Harshwal & Company, LLP

To Whom It May Concern:

I am pleased to offer an enthusiastic recommendation for retention of Harshwal & Company, LLP (HCLLP).

El Segundo Unified School District has been engaged with HCLLP to perform a Financial Statement Audit throughout the tenure. I have found the HCLLP team to be diligent, supportive, professional, and easy to work with. At all times, HCLLP has completed their contractual obligations on time and within the allocated budget. The managing partner of this auditing firm is hands-on during field work activities, providing supervision and mentoring to their staff associates.

HCLLP has taken the time to fully understand the individual and unique needs of our district in a challenging year for funding and restrictions on funding. This enables them to generate a meaningful client dialogue about the accuracy of their work, and more importantly the completeness of the financial reporting that they oversee. I believe that HCLLP is especially cost competitive with their peers, due to the time efficiencies generated by their investment in computerized and electronic work papers.

Please do not hesitate to call upon me directly at (323) 646-1179 for additional information regarding HCLLP.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberlie Linz", written over a horizontal line.

Kimberlie Linz
Chief Business Official
El Segundo Unified School District

Transforming Education for a Changing World





Superintendent
Rosa A. Romero

Assistant Superintendent
Educational Services
Annette Blacklock

Chief Business Official
Martin Rodriguez

Board Members
Tony Aguirre
Tammy Rubio Criswell
Melissa DeWitt
Cain Maldonado
Deanna Rodriguez-Root



331 SHAFTER AVENUE, SHAFTER, CALIFORNIA 93263
PH. (661) 746-8600 FAX: (661) 746-8614

Golden Oak Elementary
(661) 746-8670
(661) 746-1033 (Fax)

Redwood Elementary
(661) 746-8650
(661) 746-1055 (Fax)

Sequoia Elementary
(661) 746-8740
(661) 746-1022 (Fax)

Richland Junior High
(661) 746-8630
(661) 746-1066 (Fax)

Re: Professional Reference for Harshwal & Company, LLP

To Whom It May Concern:

I am pleased to offer an enthusiastic recommendation for retention of Harshwal & Company, LLP (HCLLP).

Richland Union School District has been engaged with HCLLP to perform a Financial Statement Audit throughout the tenure. I have found the HCLLP team to be diligent, supportive, professional, and extremely easy to work with. At all times, HCLLP has completed their contractual obligations on time and within the allocated budget. The managing partner of this auditing firm is hands-on during field work activities, providing supervision and mentoring to their staff associates.

My personal belief is that HCLLP offers a unique perspective and approach to auditing, in that they take the time to fully understand the individual nuances of similar but distinct reporting entities. This enables them to generate a meaningful client dialogue about the accuracy of their work, and more importantly the completeness of the financial reporting that they oversee. I believe that HCLLP is especially cost competitive with their peers, due to the time efficiencies generated by their investment in computerized and electronic work papers.

Please do not hesitate to call upon me directly at (661) 746-8610 for additional information regarding HCLLP.

Sincerely,

Martin R. Rodriguez
Chief Business Official
Richland Union School District

RICHLAND SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER





Attachment 1

AUDITOR'S FEES

Firms that respond to the Request for Proposal shall state the maximum annual cost:

Maximum Annual Fee

	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24
Financial Audit of All District's Funds & Bond Fund	\$ 38,100.00	\$ 39,624.00	\$ 41,208.00
Financial Audit of All District's Funds	\$ 31,600.00	\$ 32,864.00	\$ 34,178.00
Financial Audit of District's Bond Funds	\$ 6,500.00	\$ 6,760.00	\$ 7,030.00

Said fee is a maximum fee and is subject to corresponding reduction in the event that the actual cost of making the audit proves to be less than is now estimated at the time of submitting the proposal. The hourly rates, which include a reasonable profit and constitute the basis upon which the maximum fee has been determined, are hereby fixed and set forth as follows:

Classification	Hourly Rate 2021-22	Hourly Rate 2022-23	Hourly Rate 2023-24
Partners	\$ 370.00	\$ 370.00	\$ 370.00
Managers	\$ 225.00	\$ 225.00	\$ 225.00
Senior Auditors	\$ 150.00	\$ 150.00	\$ 150.00
Staff Auditors	\$ 120.00	\$ 120.00	\$ 120.00
Other: <u>Clerical</u>	\$ 85.00	\$ 85.00	\$ 85.00

Throughout the year, the District requires additional services from the accounting/audit firm such as having auditors accessible to the District by providing telephone and written services for such purposes as answering accounting questions of unusual nature, answering state or federal agencies who might question some areas or comments contained in the audit report, and similar problems. Additionally the firm will take on the duties of computing the DISTRICTS Long-Term Debt and Assets Schedules and GASB 68. These services shall be provided at no additional fee during the tenure of the contract.

In the event that circumstances disclosed by the auditor indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the auditor agrees to notify the District in writing of all facts relative to extraordinary circumstances, together with a





Proposal to Provide Professional Audit Services

RFP 2021-22-AUDIT
Page 13 of 15

written estimate of the additional cost of work and services thereof. No claims of the auditor for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services reentered upon or undertaken.





Proposal to Provide Professional Audit Services

Rates by Partner, Manager and Staff:

Our estimated hours:			
Description - Team Composition	Est. Hours	Hourly Rates	Fees
Partner	15	\$370	\$ 5,550.00
Managers	30	225	6,750.00
Senior Auditors	82	150	12,300.00
Staff Auditors	104	120	12,480.00
Clerical Staff	12	85	1,020.00
Out-of-pocket expenses			Included
<i>Total</i>		243	\$ 38,100.00

➤ *Fees for subsequent years will include an inflationary adjustment of 4%.*

Rates for Additional Professional Services

We will perform additional work only if set forth in an addendum to the contract between the AUSD and our firm. Our fees for the additional services, if required, will be based on the actual time spent by professional or administrative personnel. Our standard hourly rates vary according to the degree of responsibility involved, and the experience level of the personnel assigned.

Benefits of Choosing the Harshwal & Company, LLP

The Harshwal & Company, LLP is recognized for its professionalism, integrity, and providing clients with effective resolutions for their unique circumstances and issues. Our firm prides itself on being able to provide personalized client services, and with that sentiment in mind, we have carefully chosen our engagement teams. The Harshwal & Company, LLP’s main objective is always to provide the Azusa Unified School District with solutions and directions, led by highly experienced and capable partners who can successfully implement the work and produce the results you expect. This philosophy and mindset allows us to provide a superior level of service.

We trust that this proposal has given you the information you need about the firm, the engagement team members, overall audit approach, cost-saving measures, and audit fees. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to the Azusa Unified School District and providing you with the excellent level of service that you expect and deserve.

Inherent in our service is the on-going support, education, and advice to our clients. The comprehensive service includes:

- Email updates on all new and pertinent developments.
- A careful review of the effects of these new developments (if any), on your particular circumstances. If necessary, we will advise you on any changes needed in accounting procedures.





Proposal to Provide Professional Audit Services

- We will meet with the Finance Department head at the beginning of the audit to advise on matters of particular interest. We will provide "best practices" for effective daily operations that will also provide information necessary for the financial statements.
- Throughout the audit, we will advise your accounting personnel on best practices for maximum efficiency in each major operational area.

We have provided you a fee estimate based on the following assumptions:

- That the accounting records will be in balance and supported by appropriate documentation;
- That the AUSD's staff will provide the supporting schedules for all asset and liability accounts;
- That the AUSD's staff will provide general assistance, such as locating documents, typing confirmation requests, and coordinating meetings.

"Keeping in touch with" is the hallmark of our service. You will receive phone calls, emails and information through the Harshwal & Company, LLP portal on a consistent and regular basis.

FIRM FINANCIAL STATEMENT

Proper financial management is critical and the issues that may arise can be challenging to comprehend. The key to understanding finances is to exercise proper supervision of financial reports, budgets, accounting operations, and book-keeping records on a regular basis. With the strong financials and the immense experience of the firm as well as its personnel, we assure that Harshwal & Company, LLP will be able to undertake this project and accomplish it successfully, as required.

➤ *A copy of our most recent financial statement is included in the "ATTACHMENTS" section.*

ATTACHMENT - 1

We have included Proposal/Offer Form in "Professional Audit Service Fees" Section within this proposal.





Attachment 2

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of San Diego, Sanwar Harshwal, being first duly (Print Name)

sworn, depose and says that he or she is Managing Partner of the party (Title)

making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other overhead, profit, or cost element of the bid price, or of that any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, of divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty or perjury under the laws of the State of California that the foregoing is true and correct.

Dated: March 21, 2022

Sanwar Harshwal
Print name

Signature (Handwritten signature of Sanwar Harshwal)

State of California County of San Diego

On 03/20/22, before me, Kanchan Harshwal (Notary Public), personally appeared Sanwar Harshwal who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

(Signature of Notary) (Handwritten signature of Kanchan Harshwal)

(Seal of Notary)





Attachment 3

INFORMATION REQUIRED OF OFFEROR

It is imperative that all prospective firms pay particular attention to the following instructions for responding to evaluation questions. The questions ensure uniform comparison of auditors. Failure to respond or comply with the following requirements may disqualify prospective bidder.

Respond to all questions as they relate to the audit proposed for Sulphur Springs Union School District on your own paper titled INFORMATION REQUIRED OF OFFEROR.

Note: Questions may be answered in other sections of the proposal if clearly and conspicuously identified

1. FIRM

- 1.1 Describe the organization and size of the audit firm. **Please refer DESCRIPTION OF FIRM.**
- 1.2 Indicate whether the firm is a local, regional, or national operation. **Please refer DESCRIPTION OF FIRM.**
- 1.3 Identify the location of the office that will be conducting the work. **Please refer DESCRIPTION OF FIRM.**
- 1.4 Describe the range of professional services performed by the local office. **Please refer DESCRIPTION OF FIRM.**
- 1.5 When was the last peer review completed? **Please refer PAST PERFORMANCE.**
- 1.6 Attach a copy of the most recent (must be within three years of this date) Quality Control Review Report Finding. **Please refer PAST PERFORMANCE.**

2. PERSONNEL Please refer CONSULTANT'S PERSONNEL.

- 2.1 Provide the names and classification of personnel who will be assigned to the audit.
- 2.2 Describe the audit experience of the assigned staff, including the partner in charge of the audit engagement; also include the level of personnel assigned.
- 2.3 Describe recent K-12 district auditing experience of those staff assigned to this audit.

3. OTHER AUDITS

- 3.1 List other audits performed in the educational area by the firm. List only those audits conducted by the office that will be assigned by this engagement. **Please refer FIRM'S TECHNICAL EXPERIENCE.**
- 3.2 List other governmental audits performed by the firm. List only those audits performed by the assigned office. **Please refer FIRM'S TECHNICAL EXPERIENCE.**

4. COMPUTER AUDITS

- 4.1 Describe the experience in performing audits of on-line data base computerized financial systems. Specifically, describe the experience in this area of those staff members who will be assigned to the audit. **Please refer FIRM'S COMPUTER CAPABILITY.**





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CAMICO Insurance Services 1800 Gateway Drive, Suite 300 San Mateo, CA 94404	CONTACT NAME: Amber Hattendorf	
	PHONE (A/C, No, Ext): 800-652-1772	FAX (A/C, No): 800-227-2090
	E-MAIL ADDRESS: AHattendorf@camico.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great Divide Insurance Company	25224
INSURED HARSHWAL & COMPANY LLP 16870 W. Bernardo Dr., Ste 250 San Diego, CA 92127	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N / A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			CAB201933	7/1/2021	7/1/2022	Per Claim/Aggregate \$2,000,000/ \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Should any of the above described policies be canceled before the expiration date thereof, CAMICO will mail 30 days written notice to the certificate holder.

CERTIFICATE HOLDER HARSHWAL & COMPANY LLP 16870 W. Bernardo Dr., Ste 250 San Diego, CA 92127	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>SPH.</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CAMICO SERVICES INC/PHS 57141555 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251		CONTACT NAME: PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC#	
INSURED HARSHWAL & COMPANY, LLP. 16870 W BERNARDO DR STE 250 SAN DIEGO CA 92127		INSURER A : Sentinel Insurance Company Ltd. 11000 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			57 SBA BM7653	05/12/2021	05/12/2022	EACH OCCURRENCE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> OTHER:			57 SBA BM7653	05/12/2021	05/12/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER HARSHWAL & COMPANY, LLP 16870 W BERNARDO DR STE 250 SAN DIEGO CA 92127	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Suan S. Castaneda</i>
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Harshwal & Company, LLP

Balance Sheet
As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$157,700.85
Accounts Receivable	
11000 Accounts Receivable	632,715.08
Total Accounts Receivable	\$632,715.08
Other Current Assets	
12200 Advances	1,570,879.56
18000 Office Security Deposit	7,436.06
Total Other Current Assets	\$1,578,315.62
Total Current Assets	\$2,368,731.55
Fixed Assets	
15100 Furniture	40,071.44
15200 Computer Hardware	65,843.23
15300 Computer Software & Licenses	22,669.34
15400 Equipments	1,583.79
15500 Vehicles	96,588.15
17000 Accumulated Depreciation	-184,722.14
Total Fixed Assets	\$42,033.81
TOTAL ASSETS	\$2,410,765.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	\$22,177.25
Other Current Liabilities	\$153,117.44
Total Current Liabilities	\$175,294.69
Long-Term Liabilities	\$847,873.57
Total Liabilities	\$1,023,168.26
Equity	
30000 Partner's Equity	0.00
30100 Sanwar Harshwal	70,922.50
30200 Adi Harshwal	315,516.53
Total 30000 Partner's Equity	386,439.03
32000 Retained Earnings	0.00
Net Income	1,001,158.07
Total Equity	\$1,387,597.10
TOTAL LIABILITIES AND EQUITY	\$2,410,765.36





Harshwal & Company, LLP

Profit and Loss
January - December 2021

	TOTAL
Income	
41000 Attestation Services	2,161,360.52
41500 Consulting Services	568,725.01
43000 Tax Services	177,898.53
49940 PPP Loan Forgiveness	132,602.00
49950 Other Income	12,000.00
Total Income	\$3,052,586.06
GROSS PROFIT	
\$3,052,586.06	
Expenses	
60200 Automobile Expense	6,171.37
60400 Bank Charges	2,580.70
60450 Merchants Card Fees	2,410.85
60600 Employee Reimbursements	17,633.36
61000 Licenses and Permits	7,334.84
61500 Taxes	22,155.05
61720 Internet Charges	7,744.21
61800 Software Expenses	37,276.09
62500 Dues and Subscriptions	27,010.69
63300 Insurance Premiums	100,735.59
63400 Interest Expense	7,897.32
64000 Supplies	58,946.59
66000 Payroll Expenses	1,186,758.44
66200 Professional Fees	219,259.55
66280 Tax Return Processing	6,274.10
66300 Legal Fee	36,115.74
66500 Postage and Delivery	5,092.31
66550 Recruitment & Training Exps	3,540.32
66560 Employment Expenses	6,894.00
66650 Marketing & Business Promotion	9,105.92
66710 Business Development Exp	9,560.01
66900 Printing & Reproduction Expense	334.03
67100 Rent	141,661.27
67200 Repairs and Maintenance	774.92
68100 Telephone Expense	11,750.58
68400 Travel, Lodging & Boarding	77,032.45
68500 Gas & Vehicle Maintenance	8,312.24
68600 Utilities	7,673.96
68650 Office Cleaning Exps	540.00
69100 Bad Debts	10,536.60
69200 Books & Periodicals	12,314.89
Total Expenses	\$2,051,427.99
NET OPERATING INCOME	\$1,001,158.07
NET INCOME	\$1,001,158.07

