



1350 Bennett Valley Road
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To: Interested CPA Firms to provide Financial Audit and Tax Preparation Services for Sonoma County Fair & Exposition, Inc.

From: Michael Margetts, Controller

Re: Financial Audit and Tax Preparation Services for Sonoma County Fair & Exposition, Inc.

Date: November 15, 2018

NOTICE OF REQUEST FOR PROPOSAL

Sonoma County Fair & Exposition, Inc. [Reporting Entity] is seeking proposals from all interested and qualified parties to provide Financial Audit and Tax Preparation Services to Sonoma County Fair & Exposition, Inc [\$11,000,000 annual budget], the Harvest Fair Association of Sonoma County, Inc. [\$500,000 annual budget], and the Sonoma County Fair Foundation [\$200,000 annual budget]. Each entity is a not-for-profit organization exempt from federal and state income tax under Section 501(c)(3).

Financial statements of the entities are consolidated for reporting purposes, and an Independent Auditor's Report is issued on the consolidated financial statements.

Form 990 and Form 199 are prepared for each corporation, separately.

The Reporting Entity is accounted for as a proprietary fund and is included in the County of Sonoma Comprehensive Annual Financial Report. The Reporting Entity uses the economic resources measurement focus and the accrual basis of accounting. The accounting policies of the Reporting Entity conform to accounting principals generally accepted in the United States of America as applicable to governmental agencies.

The agreement will commence on March 1 2019, with audit and tax work for the 12 month period ending December 31, 2018 and will end after the completion of all audit and tax preparation work is complete for the 12 month period ending December 31, 2020.

Sealed proposals will be received at the Corporation's Administration Office, 1350 Bennett Valley Road, Santa Rosa, CA 95404, no later than 4:00 p.m., Pacific Standard Time, Friday, January 4, 2019. Proposals received later than 4:00 p.m., Pacific Daylight Standard Time, on **Friday, January 4, 2019** will not be accepted. All proposals must be clearly marked "Financial Audit and Tax Preparation Services Proposal".

To request an RFP package, please contact Michael Margetts, via email, at controller@sonomacountyfair.com.

For further clarification or additional information, please contact Michael Margetts, via email: controller@sonomacountyfair.com. All inquires and responses must be made via email; phone calls will not be accepted.

At the Fairgrounds:
Golf Course
RV Park
Jockey Club
Wine Country Racing
Fair Foundation