

PHILIP H. HERRINGTON
SUPERVISOR
REBECCA DEL GAIZO
TOWN CLERK
GORDON W. CHRISTIAN
COUNCILMAN
MARK J. BALISTRERI
COUNCILMAN
MARK CIPPERLY
COUNCILMAN
JAMES SULLIVAN
COUNCILMAN
DAVID GRUENBERG
TOWN ATTORNEY



TOWN OFFICE
336 TOWN OFFICE ROAD
TROY, NEW YORK 12180-8809
Tel. (518) 279-3461
Fax (518) 279-4352

MICHAEL BAYLY
SUPERINTENDENT OF HIGHWAYS
WILLIAM BRADLEY
SUPERINTENDENT OF WATER
JAYNE M. TARBOX
RECEIVER OF TAXES
JULIE IRICK
SOLE ASSESSOR
KEVIN J. MAINELLO
BUILDING AND ZONING SUPERVISOR
GARY K. GORDON
TOWN JUSTICE
TERRANCE A. BUCHANAN
TOWN JUSTICE

TOWN OF BRUNSWICK

REQUEST FOR PROPOSALS – MUNICIPAL ACCOUNTING/AUDITING SERVICES

PLEASE BE ADVISED that the Town of Brunswick is hereby requesting proposals pursuant to law, and its Purchasing Policy, from qualified interested firms, for municipal accounting/auditing services in connection with its financial records, as well as the required annual audits of its Justice Court records, for five (5) consecutive fiscal years, to wit: 2025, 2026, 2027, 2028 and 2029.

The Final Report for fiscal year 2025 shall be completed and ready for presentation to the Town Board by the successful firm at the June 2026 Regular Meeting. The Final Report for the fiscal year 2026 shall be completed and ready for presentation by the successful firm to the Town Board at its Regular Meeting in June, 2027. The Final Report for fiscal year 2027 shall be completed and ready for presentation to the Town Board by the successful firm at the June 2028 Regular Meeting. The Final Report for the fiscal year 2028 shall be completed and ready for presentation by the successful firm to the Town Board at its Regular Meeting in June, 2029. The Final Report for fiscal year 2029 shall be completed and ready for presentation by the successful firm to the Town Board at its Regular Meeting in June, 2030.

The preparation of the Annual Update Document (AUD) for each year of this Agreement shall also be the responsibility of the successful firm.

The annual audit will be made in accordance with the following:

- Generally accepted auditing standards.
- Applicable standards promulgated by the New York State Comptroller.
- Applicable Regulations of the federal government. Applicable Regulations of the Governmental Accounting Standards Board (GASB).

All proposals submitted must include any hourly fee for additional bookkeeping services, if any, which are required in order to complete the annual audits. Proposers must include a copy of their most recent Peer Review Report as part of their proposal.

Other work to be performed by the successful firm at no additional cost:

- Provide telephone, written, or e-mail assistance with general and specific accounting questions as needed.
- Provide guidance on General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) regulations as appropriate.

An independent audit of the Town's financial records has been conducted for the fiscal year ending December 31, 2024.

In order to be considered, proposals must be received in the Office of the Town Clerk, Town of Brunswick, 336 Town Office Road, Troy, N.Y. 12180, no later than 10:00 A.M. on November 17, 2025. Ten (10) copies of the proposal must be provided in an envelope labeled "Proposal for Audit Services".

Interested firms may obtain a copy of the 2025 Annual Budget free of charge by contacting the undersigned. Alternatively, those documents are available and may be reviewed in the Office of the Town Clerk, Town of Brunswick, 336 Town Office Road, Troy, N.Y. 12180, during the hours of 8:00 A.M. to 4:00P.M., Monday through Friday. In the event that further information or clarification is required, interested firms may contact the undersigned at (518) 279 – 3461 x 105 during the hours listed above.

Dated: Brunswick, New York
October 9, 2025

Becky Legacy,
Bookkeeper
Town of Brunswick
336 Town Office Road
Troy, N.Y. 12180
(518) 279-3461 Ext. #105