

# PLEASANTVILLE BOROUGH

Mayor Martha Long  
Council President Howard Crawford  
Council Vice-President John Dunham

114 West State Street- PO Box 150  
Pleasantville PA 16341  
(814) 589-7432

Councilwoman Kathie McMunn  
Councilman Bob Rigby  
Councilman Chris Roofner

## REQUEST FOR PROPOSAL

### MUNICIPAL AUDIT SERVICES

Pleasantville Borough, Venango County, Pennsylvania is actively requesting proposals for professional auditing services, from qualified firms of Certified Public Accountants, for the year ending December 31, 2025, with the option of providing services through 2029. The RFP can be downloaded from [www.pleasantvilleboro.org](http://www.pleasantvilleboro.org). Proposals should be submitted as a single PDF file via email to [pboro@zoominternet.net](mailto:pboro@zoominternet.net) and must be received by 3:00 p.m. Monday, March 9, 2026, to be considered.

#### CONTACT INFORMATION

Diana Durstine, Secretary-Treasurer  
[pboro@zoominternet.net](mailto:pboro@zoominternet.net)  
(814) 589-7432

#### RESPONSE REQUIREMENTS

All proposals should include the following:

1. Letter of Transmittal  
Each proposal should be accompanied by a letter which summarizes the proposal.
2. Firm Qualifications/Experience
  - a. Qualifications of the firm and staff proposed to perform the work on this proposal. Describe the specific roles that each person would be expected to play and identify the lead or senior personnel.
  - b. Submit three (3) references from municipalities of similar size for which auditing services have been provided.
3. Fee Proposal  
Please include 2025 and any increases for optional years 2026, 2027, 2028, 2029.

#### INTRODUCTION TO THE BOROUGH

Pleasantville Borough is situated in the northwest corner of Venango County. The one square mile borough is home to a population of less than 1,000 people, was settled in 1821, incorporated in 1850, and is governed by a five-member council in addition to an elected mayor. The Borough employs three full-time and three part-time employees. Police coverage is provided by the State and fire coverage is provided by the Pleasantville Volunteer Fire Company.

The 2025 adopted general/water/sewer budget was \$946,380. The Borough's elected tax collector bills real estate to approximately 470 properties and bills per capita to less than 450 residents. Bulk water is purchased monthly from the City of Titusville. The secretary-treasurer bills/collects water/sewer for 394 customers inside the Borough and 196 water customers in townships outside the Borough including Allegheny/Oil Creek-Venango/Oil Creek-Crawford. Bulk sewer is billed monthly to Oil Creek Township-Venango. The Borough is contracted with Noble Disposal through 2028 for non-mandatory trash & recycling collection. Noble bills residents directly.

QuickBooks Enterprise Desktop is used for accounting, financial reporting and payroll. Muni-Link is used for water and sewer billing & collection. All functions are done in-house. The Borough has a Non-Uniform Pension Plan for full-time employees through PSAB-MRT and uses Thomas J. Anderson & Associates, Inc. for consulting and actuarial services.

## **REQUIREMENTS**

1. Comply with all requirements of the Commonwealth of Pennsylvania related to auditors, including but not limited to those as stated in the Pennsylvania Borough Code.
2. Prepare and submit the PA Annual Audit and Financial Report (DCED-CLGS-30) by April 1<sup>st</sup> each year. It is understood that due to the timing of the RFP, the 2025 AFR may be filed late.
3. Prepare and provide the concise financial statement required for publication in the newspaper.
4. Communication and reporting with the Office of the Auditor General, DCED, and other state and federal agencies (as needed)
5. Borough Council meeting attendance to review any findings (as needed)

## **EVALUATION CRITERIA AND SELECTION PROCESS**

Borough Council will evaluate the proposals using an emphasis on the governmental experience of the auditing firm and the qualifications of the specific personnel to be assigned to perform the audits. The reasonableness and overall cost will also be considered. The Borough reserves the right to reject any or all proposals, and to request additional information from any firm submitting a proposal and to negotiate terms to address performance criteria, costs, and any other aspect of the proposal.

Borough Council reserves the right to select a proposal in its entirety or some portion(s) thereof, reject all proposals, in whole or in part, waive irregularities, request oral presentations, and make the final selection using criteria wholly at the discretion of the Borough. Proposals must be presented in accordance with the requirements of this RFP, must be submitted independently and must be without collusion with any other firm.

## **PROPOSAL EVALUATION**

Submitted proposals will be evaluated by, and the final selection will be made by the Borough Council. Where it may serve in the best interests of the Borough, additional information or clarification from firms may be requested and corrections or errors or omissions may be allowed.

## **SELECTION TIMETABLE**

It is the intent of the Borough to announce the selection at the council meeting on March 10, 2026.