



# TOWN OF SOUTHBURY

OFFICE OF THE FIRST SELECTMAN

501 Main Street South

Southbury, Connecticut 06488

(203) 262-0647

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## **Request for Proposal Personal Property Audits**

The Town of Southbury is seeking proposals from companies interested in conducting up to thirty personal property audits.

The audits will compare the personal property declarations submitted to the Town for the last three years with certain IRS documents. Documents will include but not be limited to;

- Form 4562 (Depreciation) and Schedule L (Balance Sheet) from the last three Federal Income Tax Returns
- General ledger and location fixed asset schedules showing original cost and acquisition year including Section 179 property
- Detailed listings of fixed assets listed as leasehold or building improvements
- Listing of all leased equipment
- The schedules of "Other Deductions" detail

The audits may include a site inspection to verify information.

If you are interested in conducting these audits for the Town please submit a written sealed proposal to the First Selectman's office, 501 Main Street South, Southbury, CT 06488, including the cost per audit, no later than Wednesday, December 29, 2021 by 11:30a.m.

The Town of Southbury reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if in its judgment the best interests of the Town will be served.

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