



**LANDMARK ACADEMY
Request for Proposal
Audit Services
For the Years Ending June 30, 2026, 2027 and 2028**

March 3, 2026

GENERAL CONDITIONS

Landmark Academy is soliciting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2026, 2027, and 2028. The selected audit firm will be expected to work collaboratively and cooperatively with the School's Educational Service Provider in planning and completing the audit, including coordinating information requests, timelines, and required documentation to ensure an efficient and thorough audit process. The School reserves the right to extend the minimum three-year contract annually based on satisfactory performance of audit services.

The audit is to include an examination of the following major funds (if applicable): General, Food Service and Bond Fund; non-major funds: School Service, Food Service, Student Activities, Special Education Center Program, Debt Service, Capital Project, and all Federal programs required to be audited by the State of Michigan.

The examination must be performed in accordance with generally accepted auditing standards. The financial report must be prepared in accordance with GASB Statement No. 34 and the Michigan School Accounting Manual.

Although cost will be an important factor in awarding the contract, the school is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the school reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the school.

TIME TABLE:

1. Release of RFP on or about March 3, 2026.
2. Proposals due at 4:00pm (EST) on Wednesday, April 8, 2026.
3. Board of Director action by April 23, 2026.
4. Notification to all firms as soon as possible after April 23, 2026.
5. Preliminary audit work to be conducted during June or July each year.
6. Audit to be conducted during August or September each year.
7. Financial Statements completed for distribution in October following each fiscal year end.
8. Presentation of Financial Statements to the Board of Directors during October of each year.

FIRM/AUDITOR QUALIFICATIONS

- The firm must maintain a sufficient number of professional staff in order to provide adequate technical expertise and depth.
- The firm, and specifically the engagement partner assigned to the School, must demonstrate substantial experience auditing K–12 public schools within the State of Michigan. Strong preference will be given to firms with direct experience auditing public school academies (charter schools).
- The auditor is expected to be familiar with the types of policies and procedures Michigan schools follow.

- The auditor will provide a profile of the professional responsible for the overall management of the audit. The auditor must be fully informed regarding generally accepted accounting principles and auditing procedures.
- The firm shall identify the audit manager, field supervisors and other staff who will work on the audit, including staff from other than the local office.
- Assurance must be given that during the course of the life of the three-year contract there will be some continuity in the assignment of audit staff. It is to the mutual interest of the school and the audit firm that there not be any dramatic changes in audit staff every year.
- The firm's professional staff must be trained specifically in auditing and accounting for Michigan schools.
- The firm must be actively involved in school financial organizations on a county and state level.
- All assistants must be properly trained and supervised and the work must be adequately planned.
- The firm must have an excellent reputation for service in public school auditing.

In addition, we request that the auditor offer possible alternative solutions to improve fiscal management of the Landmark Academy and that the auditor advise the accounting office in writing of any changes in accounting procedures to assist with the ongoing compliance with the latest recommendations.

The auditor shall furnish the school with 6 printed copies and a PDF electronic file of the Comprehensive Annual Financial Report and 6 copies and a PDF electronic file of the Single Audit Report (if a Single Audit is required).

SCHOOL INFORMATION

Landmark Academy utilizes accounting software by Wayne RESA SMART for general ledger, accounts payable, cash receipts, and journal entries. The academy payroll is processed through the management company utilizing Paycor and then journaled into the school accounting system.

Attached is a summary of the most recent Board approved budgets. If you wish to review the records of Landmark Academy you may contact Brandy Pavlik at 810-278-7780.

PROPOSAL

Please segregate in your proposal the amount estimated to be charged to federally funded programs. In addition, please provide the names and contact persons of at least 4 public schools that you have audited in recent years.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. All questions and correspondence should be directed to Brandy Pavlik at the address noted below, by email pavlikb@fromthesummit.com or by telephone at 810-278-7780.

Completed proposals must be received by 4:00pm (Eastern Standard Time) on Wednesday, April 8, 2026 to:

Brandy Pavlik, CFO
Summit Management Consulting
Landmark Academy
4864 Lapeer Rd
Kimball, MI 48074

Landmark Academy
Resolution for Adoption by the Board of Directors
January 22, 2026

RESOLVED, that this resolution shall be the general appropriations of Landmark Academy for the 2025-2026 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Landmark Academy.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the *general fund* of the school for fiscal year 2025-2026 is as follows:

Revenues	
Local	\$ 44,412
State	8,499,954
Federal	643,858
Other Local Revenue	301,123
Incoming Transfers	-
Total Revenues	\$ 9,489,348
Fund balance, July 1, 2025, audited	3,650,381
Total available to appropriate	\$ 13,139,729

BE IT FURTHER RESOLVED, that \$ **10,023,769** of the total available to appropriate in the *general fund* is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Basic Programs	\$ 2,755,535
Added Needs	907,321
Pupil Services	669,166
Instructional Staff	239,468
General Administration	1,215,922
School Administration	355,764
Business Services	180,561
Operation & Maintenance	1,104,237
Transportation	502,548
Central	724,887
Athletics	89,710
Community Services	497
Debt Service	40,556
Facilities Construction and Improvements	-
Other Financing Uses	1,237,596
Total Expenditures	\$ 10,023,769
Fund balance projection, June 30, 2026	3,115,960
Total Appropriated	\$ 13,139,729

Landmark Academy
Resolution for Adoption by the Board of Directors
January 22, 2026

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the *food service fund* of the school for fiscal year 2025-2026 is as follows:

Revenues	
Local	\$ 1,656
State	7,281
Federal	401,365
Incoming Transfers	<u>183,009</u>
Total Revenues	\$ 593,311
Fund balance, July 1, 2025, audited	<u>-</u>
Total available to appropriate	\$ <u>593,311</u>

BE IT FURTHER RESOLVED, that \$ **510,031** of the total available to appropriate in the *food service fund* is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Pupil Support	\$ 48,404
General Administration	34,876
Food Service	<u>510,031</u>
Total Expenditures	\$ 593,311
Fund balance projection, June 30, 2026	<u>-</u>
Total Appropriated	\$ <u>593,311</u>

Landmark Academy
Resolution for Adoption by the Board of Directors
January 22, 2026

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the *student & school activity fund* of the school for fiscal year 2025-2026 is as follows:

Revenues	
Local	\$ 91,424
Fund balance, July 1, 2025, audited	<u>59,182</u>
Total available to appropriate	\$ <u><u>150,606</u></u>

BE IT FURTHER RESOLVED, that \$ **99,075** of the total available to appropriate in the *student & school activity fund* is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Support Services - Other Activities	\$ 99,075
Fund balance projection, June 30, 2026	<u>\$ 51,531</u>
Total Appropriated	\$ <u><u>150,606</u></u>

Landmark Academy
Resolution for Adoption by the Board of Directors
January 22, 2026

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the *debt service fund* of the school for fiscal year 2025-2026 is as follows:

Revenues	
Local	\$ 162
Incoming Transfers	<u>1,054,587</u>
Total Revenues	\$ <u>1,054,749</u>
Fund balance, July 1, 2025, audited	<u>324,313</u>
Total available to appropriate	\$ <u><u>1,379,062</u></u>

BE IT FURTHER RESOLVED, that \$ **1,054,749** of the total available to appropriate in the *debt service fund* is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Principal	\$ 381,818
Interest & Other	<u>672,931</u>
Total Expenditures	\$ <u>1,054,749</u>
Fund balance projection, June 30, 2026	<u>324,313</u>
Total Appropriated	\$ <u><u>1,379,062</u></u>

BE IT FURTHER RESOLVED, that no Board of Directors member or employee of the management company shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Directors and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that, for the purposes of meeting the needs of the school academy, the designated CAO or his/her designee is permitted to implement adjustments and/or transfers within line items of the budget adopted by the Board subject to later authorization of the Board of Directors. When the CAO or his/her designee make a transfer of appropriations as permitted by this resolution, all such adjustments and/or transfers which alter the budget at the function level shall be reported on a regular basis to the Board at a scheduled meeting. Authorization for such adjustments and/or transfers shall be included in the Budget Amendments of the General Appropriations Act, as needed.

BE IT FURTHER RESOLVED, that the Board is hereby charged with general supervision of the execution of the Budget adopted by the Board and shall hold the academy's management company, Summit Management Consulting, LLC, responsible for performance of their responsibilities within the amounts appropriated by the Board of Directors and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect January 22, 2026.

**Landmark Academy
General Fund
Fiscal Year 2026 Budget - Amendment #1
January 22, 2026**

	2025-2026 Original Budget	Original vs Amendment #1	2025-2026 Amendment #1 Budget	% of Revenue or Expenditure
Revenue				
Local	\$ 39,224	\$ 5,189	\$ 44,412	0.47%
State	8,804,664	(304,709)	8,499,954	89.57%
Federal	726,537	(82,679)	643,858	6.79%
Other Local Revenue	42,527	258,596	301,123	3.17%
Incoming Transfers	-	-	-	0.00%
Total Revenue	\$ 9,612,952	\$ (123,604)	\$ 9,489,348	100.00%
Expenditures				
Instructional Services				
Basic Programs	2,660,933	94,602	2,755,535	27.50%
Added Needs	975,083	(67,762)	907,321	9.05%
Total Instruction Services	3,636,016	26,840	3,662,856	36.55%
Instructional Support Services				
Pupil	725,610	(56,444)	669,166	6.68%
Instructional Staff	400,953	(161,485)	239,468	2.39%
School Administration	381,838	(26,074)	355,764	3.55%
Athletics	46,470	43,240	89,710	0.89%
Total Instructional Support Services	1,554,871	(200,763)	1,354,108	13.51%
Non-Instructional Support Services				
General Administration	1,268,713	(52,791)	1,215,922	12.13%
Business Services	132,553	48,008	180,561	1.80%
Operations & Maintenance	1,055,197	49,040	1,104,237	11.02%
Transportation	493,988	8,559	502,548	5.01%
Central	613,103	111,784	724,887	7.23%
Total Non-Instructional Support Services	3,563,555	164,601	3,728,155	37.19%
Community Activities	391	106	497	0.00%
Debt Service	94,400	(53,844)	40,556	0.40%
Facilities Construction and Improvements	-	-	-	0.00%
Other Financing Uses	1,144,110	93,486	1,237,596	12.35%
Total Expenditures	\$ 9,993,343	\$ 30,426	\$ 10,023,769	100.00%
Revenue Over (Under) Expenditures	(380,391)	(154,030)	(534,421)	
Fund Balance - Beginning of Year	3,464,349	186,032	3,650,381	
Fund Balance - End of Year	\$ 3,083,958	\$ 32,002	\$ 3,115,960	
Fund Balance as a Percent of Revenue	32.08%		32.84%	
Fund Balance as a Percent of Expenditures	30.86%		31.09%	
Operation Cost Per Day	\$ 27,379		\$ 27,462	
Days of Operation	113		113	

Landmark Academy
Special Revenue - Food Service Fund
Fiscal Year 2026 Budget - Amendment #1
January 22, 2026

	2025-2026 Original Budget	Original vs Amendment #1	2025-2026 Amendment #1 Budget	% of Revenue or Expenditure
Revenue				
Local	\$ 3,178	\$ (1,522)	\$ 1,656	0.27%
State	4,696	2,585	7,281	1.23%
Federal	418,272	(16,907)	401,365	67.65%
Incoming Transfers	89,361	93,648	183,009	30.85%
Total Revenue	\$ 515,507	\$ 77,804	\$ 593,311	100.00%
Expenditures				
Pupil Service	30,144	18,260	48,404	8.16%
General Administration	33,701	1,175	34,876	5.88%
Food Service	451,662	58,369	510,031	85.96%
Total Expenditures	\$ 515,507	\$ 77,804	\$ 593,311	100.00%
Revenue Over (Under) Expenditures	-	-	-	
Fund Balance - Beginning of Year	-	-	-	
Fund Balance - End of Year	\$ -	\$ -	\$ -	
Fund Balance as a Percent of Revenue	0.00%		0.00%	
Fund Balance as a Percent of Expenditures	0.00%		0.00%	
Allowable Fund Balance	\$ 171,836		\$ 197,770	
Excess Fund Balance (only if positive)	\$ -		\$ -	

Landmark Academy
Special Revenue - Student & School Activity Fund
Fiscal Year 2026 Budget - Amendment #1
January 22, 2026

	2025-2026 Original Budget	Original vs Amendment #1	2025-2026 Amendment #1 Budget	% of Revenue or Expenditure
Revenue				
Local sources	\$ 93,000	\$ (1,576)	\$ 91,424	100.00%
Total Revenue	\$ 93,000	\$ (1,576)	\$ 91,424	100.00%
Expenditures				
Support Service - Other Activities	93,000	6,075	99,075	100.00%
Total Expenditures	\$ 93,000	\$ 6,075	\$ 99,075	100.00%
Revenue Over (Under) Expenditures	-	(7,651)	(7,651)	
Fund Balance - Beginning of Year	56,858	2,324	59,182	
Fund Balance - End of Year	\$ 56,858	\$ (5,327)	\$ 51,531	

Landmark Academy
Debt Service Fund
Fiscal Year 2026 Budget - Amendment #1
January 22, 2026

	2025-2026 Original Budget	Original vs Amendment #1	2025-2026 Amendment #1 Budget	% of Revenue or Expenditure
Revenue				
Local	\$ 1,054,749	\$ (1,054,587)	\$ 162	0.02%
Incoming Transfers	-	1,054,587	1,054,587	99.98%
Total Revenue	\$ 1,054,749	\$ -	\$ 1,054,749	100.00%
Expenditures				
Principal	381,818	-	381,818	36.20%
Interest & Other	672,931	-	672,931	63.80%
Total Expenditures	\$ 1,054,749	\$ -	\$ 1,054,749	100.00%
Revenue Over (Under) Expenditures	-	-	-	
Fund Balance - Beginning of Year	307,115	17,198	324,313	
Fund Balance - End of Year	\$ 307,115	\$ 17,198	\$ 324,313	