STATEMENT OF WORK
AUDIT OF GODDARD EMPLOYEES WELFARE ASSOCIATION FINANCIAL STATEMENTS

PR: 4200547975

Background

The Goddard Employees Welfare Association (GEWA) Exchange is a non-appropriated fund entity established by NASA to contribute to the efficiency, welfare, and morale of Goddard Space Flight Center personnel. The Exchange is an instrumentality of the government. Exchange Council Members are Center employees appointed by the Directors of for two-year terms, and serve, in an oversight, policy, review, and approval capacity without additional compensation.

The GSFC Employee Exchange Council is responsible for the management oversight, policies, and procedures of Exchange non-appropriated funds operations, which provide products, services, and recreational activities for the welfare and morale of NASA Goddard Space Flight Center employees. Operations are comprised of four venues (Visitor Center, Exchange Store, discount ticket sales and Recreation Center).

SPECIFICS RELATIVE TO GEWA

FY 2015, GEWA operating budget is $ 300,000. GEWA's major sources of income are:

- Exchange Store
- Visitor Center
- Cafeteria
- Vendor Services

GEWA has 8 employees that work in the Exchange Store (3), Visitor Center (2), Recreation Center (1), Post Office (1), and the Bookkeeper (1). The manager of the Exchange Store and one Exchange Store Cashier are full-time and the remaining six employees are part-time.

Please note that GEWA employees do not operate the cafeteria and vending services.

Scope

The requirement is to have a financial audit performed for the operating elements of the Goddard Employees Welfare Association Exchange for the fiscal year ending September 30, 2015.

The audit must be conducted in accordance with Government Auditing Standards because the exchanges are instrumentalities of the United States Government. Government Auditing Standards provide a framework for conducting high quality government audits and attestation

engagements with competence, integrity, objectivity, and independence. Audits performed in compliance with Government Auditing Standards provide information used for oversight, accountability, and improvements of government programs and operations. When auditors comply with GAGAS, their work can lead to improved government management, better decision making and oversight, effective and efficient operations, and accountability for resources and results.

Requirements

- Perform test counts of physical inventories of the Exchange Store and Visitor Center Gift Shop.
- Perform all inquiries, tests, and observations deemed necessary to provide independent opinion on the Financial Statements of the Exchange as of September 30, 2015.
- Issue an Independent Auditor's report on the financial statements (i.e., opinion or disclaimer), report on internal control over financial reporting, and report on compliance with laws, regulations, and provisions of contracts or grant agreements.
- The auditor's report on the financial statements must cover the consolidated two-year comparative financial statements for FY 2014 and FY 2015.
- Perform close out of accounting records for FY 2015 and establish beginning balance accounts for FY 2016.
- Provide required adjusting journal entries (resulting from subject audit) for recording in the Exchange accounting system.

Deliverables

- Audit Report to be used in GEWA's annual report – report must be submitted by March 25, 2016.
- Any recommendations the auditor deem necessary to ensure effective and efficient operations.

The contractor is advised that this solicitation is for a firm fixed price purchase order and additionally the contractor is required to provide evidence that the firm has had a Peer Review within the last three years in accordance with Government Auditing Standards.

The contractor is advised that per the Inspector General Act of 1978, as amended, section 4, paragraph (b)(1)(C), directs each Inspector General, with respect to the organization within which the office is established, to take appropriate steps to ensure that any work performed by non-Federal auditors complies with the standards established by the Comptroller General. Therefore, a quality control review may be performed by the NASA IG to ascertain whether this subject audit was performed in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The contractor agrees any costs incurred to support such an audit (if it is performed) will not be separately billed to NASA.

Government-Furnished Equipment and Government-Furnished Information:

- No government-furnished equipment will be provided
- Access to GEWA financial systems, reports, records and policies will be provided as government-furnished information to perform audit

Place of Performance:

- On contractor's site and government site visits for information gathering

Period of Performance:

- November 16, 2015 – March 25, 2016