



Date: 5/16/2022

To: Prospective Respondents to RFP 20220509: Independent Financial Audit

From: Julia Halsted, Designated Contact

Re: Pre-Response Questions and Agency Response

Consistent with the above-named solicitation, all questions, pertaining to the solicitation were required to be submitted in writing to the Designated Contact. Questions and responses are hereby posted as an amendment to the solicitation. Respondents are responsible for monitoring for updates through the deadline for Agency response to questions.

1. What has been the typical timeline for the audit (including preliminary work, Single Audit, and the financial audit)?

Phase	Timing	Hours
Planning	July	1
Preliminary Fieldwork	August	8
Fieldwork	September	24
Drafts	October	4
Finalized	October	2
Approval	**November	1

**The approving board meets only four times per year (March, May, September, and November), so delays in finalizing set back the timeline by three months at a time. This has caused prior year audits to be approved late.

- FY2019 finalized in June 2020 due to starting balance issue related to fiscal agency change
- FY2020 approved November 2021 due to delays associated with the COVID-19 pandemic
- FY2021 finalized in March 2022 due to interfund balance discrepancy

2. How long were the previous auditors at your office for preliminary work and audit fieldwork? How many auditors were typically on-site?

FY	Preliminary Fieldwork	Fieldwork	Auditor Staffing
2019	2 auditors; 1 day on-site	2 auditors: 2 days on-site, 1 day virtual	Auditor A (Lead) Auditor B
2020	2 auditors; 1 day virtual	1 auditor: 1 day on-site, 2 days virtual	Auditor B (Lead) Auditor A
2021	2 auditors; 1 day virtual	1 auditor: 1 day on-site 1 auditor: 2 days on-site	Auditor C (Lead) Auditor B

3. How many journal entries were recorded as a result of the most recent audit?

The FY2021 audit resulted in 14 adjusting entries.

4. As part of the audit, we are required to gain an understanding of the entity's internal controls so that we may assess the operating effectiveness and efficiency of the controls over significant process cycles. Does the Agency have documentation of its processes and controls over significant process cycles (payroll, cash disbursements, cash receipts)?

While we are currently undergoing updates to our policies and procedures, recent versions are available for review at

<https://drive.google.com/drive/folders/1v76kalw2aPhiQDSvmXKNcFfa3qFXo3Uc?usp=sharing>.

5. Have there been any significant changes to internal controls, processes, personnel involved, etc. since the last audit?

Between the FY2020 and FY2021 audits, we hired an on-staff accountant as our primary accountant. (Previously, we were using an external accountant who had extremely limited availability to support our growing operation.)

We are currently undergoing a change in external accounting services, to include technical support, review, and advisement, accounting and payroll system (from Quickbooks Pro Online to Thomson Reuters Accounting CS), and timekeeping system (from QB Time to TimeWorksPlus.) The transition will be effective July 1, 2022, for FY2023 books.

For a listing of FY2023 funds and sub-funds, please see

https://docs.google.com/spreadsheets/d/1lvYscWfr2y2d605Apswi4Cj47bVJ_vAy/edit?usp=sharing&oui d=105839939080717199427&rtpof=true&sd=true.

6. To what extent has your previous auditor provided non-attest services to the Agency (financial statement preparation, GASB implementation assistance, etc.)?

Service	Service Level
Advisory Services	Limited (e.g. provided sample policy)
Benefit Plan Administration	None
Bookkeeping, Payroll, Disbursements	None
Cash to Accrual Conversions	None
Corporate Finance Consulting	None
Employee Recruitment	None
Financial Statement Preparation	Audit only
Forensic Accounting	None
Information and Technology Services	None
Internal Audit	None
Investment Services	None
Proposing adjusting entries	None
Reconciliations	None
Risk Consulting	None

Tax Services	None
Training Services	2-3 client events per year

7. Does the Agency expect any significant changes to its SEFA or Federal grant programs in FY2022 from prior years?

No, we are not aware of any changes from FY2021 to FY2022.

9. Does the Agency prepare the annual SEFA and a reconciliation to the general ledger?

Yes, the agency requires an annual SEFA and reconciliation to the general ledger.

10. What were the fees for the FY 2021 audit? Were there any additional billings for other services?

FY	Audit	Single Audit	Additional Fees	Total
2019	3,500	2,500	\$0	6,000
2020	3,600	2,575	\$0	6,175
2021	3,700	2,650	\$0	6,350

11. Were there any management letters issued?

Yes, management letters are available for review at

<https://drive.google.com/drive/folders/1kECs8WDJiISB-zAK4LeOfeVIRRckuNHq?usp=sharing>.

12. Is a copy of the FY 21 financial statements available?

Yes, the financial statements are available for review at

<https://drive.google.com/drive/folders/1kECs8WDJiISB-zAK4LeOfeVIRRckuNHq?usp=sharing>.

13. Is fieldwork anticipated to be on site or remote for the current year?

We are open to either or a combination of on-site or remote fieldwork.