



## Georgetown County, South Carolina

129 Screven Street, Suite 239  
Post Office Drawer 421270  
Georgetown, SC 29442-4200  
(843) 545-3083 • Fax (843) 545-3500  
E-Mail • [purch@gtcounty.org](mailto:purch@gtcounty.org)  
Website • <http://www.gtcounty.org>

### ADDENDUM #1 TO RFQ #20-003

RFQ NUMBER: 20-003

ISSUE DATE: Friday, February 7, 2020

**OPENING DATE: Wednesday, February 19, 2020**      **OPENING TIME: 3:00 PM (ET)**

RFQ Opening Location: Georgetown County Courthouse, Suite #239, (Purchasing Conference Room)

Pre-RFQ Site Inspections: [NONE]

**PROCUREMENT FOR: Professional Auditing Services**

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This addendum will amend **RFQ #20-003, Professional Auditing Services** originally issued on Wednesday, January 29, 2020. This clarification is being provided to all known and registered correspondents in response to questions received. All addenda and original RFQ documents are also available online at: [www.gtcounty.org](http://www.gtcounty.org), select "Bid Opportunities" from the Quick Links section and "View Current Bid Solicitations."

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**Question #1: How many adjusting journal entries did the predecessor auditor propose for the most recently completed financial statement audit? Describe nature of those adjustments or provide copy of JE's provided by auditor.**

**Response: None.**

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**Question #2: How many adjusting journal entries did the County make after providing the Trial Balance to the auditors? Describe nature of those adjustments.**

**Response: Seven. Building insurance charged to the wrong department, record OPEB, agency cash adjust to actual, record enterprise fund net assets, reclass fund**

**balance, correct federal vs. state grant revenue allocation, and restatement of beginning OPEB.**

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**Question #3: Please provide a copy of any management letter or letters to those charged with governance regarding the 2019 audit.**

**Response: None.**

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**Question #4: Were there any disagreements with the predecessor auditors?**

**Response: None.**

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**Question #5: How many hours were the auditors on-site in the past?**

**Response: Estimated minimum of 32 hours.**

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**Question #6: What was the fee of the prior year audit contract?**

**Response: \$24,500.**

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**Question #7: Were there any additional billings from the audit firm? If yes, describe nature of services provided and amount.**

**Response: No.**

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**Question #8: Component units: Does the County expect to add any component units during the audit period?**

**Response: No.**

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**Question #9: Will lead sheets and account reconciliations be provided by the County to the auditors? Could the County provide a listing of workpapers prepared by the client by description?**

**Response: Yes; bank reconciliations, accrued vacation, capital asset schedules, and accounts payable. Others may be available by request.**

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**Question #10: Will confirmations be drafted by the County?**

**Response:** Yes, if provided the form or template.

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**Question #11: Internal audit:**

- i. Will reports issued by the internal auditor during the year be available to the auditors?
- ii. Will the internal auditor be available to perform testing for the auditors?
- iii. Please describe to whom the internal auditor reports.

**Response:** The position that includes some internal audit function was vacant.

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**Question #12: Did the County enter into any new debt agreements during current year? Are any expected during the term of the audit engagement?**

**Response:** Two debt issuances (refinance Installment Purchase Revenue Bonds, and issue General Obligation Bonds) in December, and capital lease in the upcoming spring.

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**Question #13: Are any new revenue streams planned over the term of the audit engagement?**

**Response:** No.

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**Question #14: It appears the County has had a change in administrator and Finance Director during the audit year. Does the County believe these changes will impact the audit process or the timeline of the audit for 2020? If yes, please describe.**

**Response:** A new administrator has not been hired yet, but the Finance Director position has been filled. We don't expect any change in the process, but may expand the timeline.

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**Question #15: Are any changes in accounting personnel expected during the term of the audit engagement (e.g., retirements, adding/deleting positions)?**

**Response:** Currently recruiting for an Accounting Manager, and Accounting Compliance Analyst vacancies.

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**Question #16: Please provide qualifications of current finance staff (e.g., years in current position, years in governmental accounting, CPA, Certified Government Finance Officer, Degreed accountant?).**

**Response: Finance Director – Promoted 2/1/20, was County’s Accounting Manager for 10 years, Bachelor’s Degree, CPA.**

**Accountant – 7 years’ experience in current position, Bachelor’s Degree.**

**Accounts Payable Supervisor – 7 years’ experience in current position, Associate’s Degree.**

**Administrative Assistant – 5 years’ experience in current position, High School Diploma.**

**Senior Accountant – 18 years’ experience in current position, Bachelor’s Degree.**

**Senior Accountant (Grants & Projects) – 4 years’ experience in current position, Associate’s Degree.**

**Budget/Financial Analyst – 15 years’ experience in current position, Bachelor’s Degree**

**Payroll Supervisor – 20 years’ experience in current position, one year of college.**

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**Question #17: Does the County calculate and record the GASB 68 and GASB 75 pension and OPEB liabilities or does the audit firm assist with that?**

**Response: Traditionally prepared by the county.**

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**Question #18: Has there been a change in accounting software during year?**

**Response: No, but the Treasurer’s tax software is in the design and implementation stages.**

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**Question #19: Is a change in accounting software expected during the term of the audit contract?**

**Response: No.**

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**Question #20: Are all accounting functions performed at one location?**

**Response: Yes.**

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**Question #21: Will the County have posted all year-end adjustments before the trial balance is provided to the auditors?**

**Response: Not likely. Description in answer 2. is historically typical.**

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**Question #22: When will the draft of the Schedule of Expenditures of Federal Awards be available?**

**Response: Expected around the first week in October.**

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**Question #23: In the past, what adjustments were made (amounts and nature) between the preliminary SEFA to the final SEFA?**

**Response: None in the past few years.**

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## ADDENDUM ACKNOWLEDGEMENT

### RFQ #20-003 Professional Auditing Services Mandatory Submittal Form

To be returned with the final proposal submission to Georgetown County.

COMPANY NAME: \_\_\_\_\_

- Addendum #1 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_
- Addendum #2 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_
- Addendum #3 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_
- Addendum #4 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_
- Addendum #5 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_
- Addendum #6 Received Date: \_\_\_\_\_ Initialed By: \_\_\_\_\_

If your RFQ submission has already been mailed, acknowledgment may be provided by faxing this form to (843)545-3500, or attaching a digital scan and sending by e-mail.

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