



**CITY OF CALLAWAY
AUDIT SERVICES
RFQ NO.: FI2024-06**

ADDENDUM #1

Date Issued: May 14, 2024

This addendum is being released to address the following questions.

- 1. What is the reason for considering a change in auditors? Do you foresee the current auditing firm submitting a proposal?

The reason we are bidding out for Auditing Services is our current contract is ending and yes, we do foresee the current firm submitting a proposal.

- 2. What did you pay for audits fees for each of the past three audits?

City Audit 2021 - \$36,200, 2022 - \$38,000 & 2023 - \$38,700.

CRA was not required to have a separate audit in prior year but, 2022 - \$6,000 and 2023 - \$6,100. CRA is still included with the City Audit as well.

Single Audits depends on how many we have to do depending on grant funding. Per Single Audit 2021 - \$4,250, 2022 - \$4,500, & 2023 - \$4,750.

- 3. What has been the typical audit team makeup and duration during the field work phase of the audit?

Three auditors on site for one week for the first part of the contract but the past two years we have only had two on site for one week. We do submit a lot of documents electronically in advance of the site visit.

- 4. Do you prefer this to be a primarily off-site or on-site audit?

Both will work. We have can submit a lot of documents electronically, but some will have to be reviewed on site such as invoices and employee files.

- 5. Do you prepare a draft of the statistical section and management’s discussion and analysis or are these prepared by the auditor and reviewed by your finance department?

We prepare most of the statistical section in advance with just some data being added when final audit is completed. MDA has been updated electronically with current tables and charts and we go through and update the verbiage.

Audra K. Boswell

Audra K. Boswell, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

Signature

Company Name

Date