



Audit Services
Addendum 2
Questions and Answers

1) QUESTION:

How many auditors were in the field last year and for approximately how many days?

ANSWER:

The number of auditors has varied over the years and this past year the auditor(s) primarily worked from their office. I have seen anywhere from 2-4 auditors.

2) QUESTION:

What were the fees for the prior year's services for the City and the CRA?

ANSWER:

\$55,000 with no Single Audit

3) QUESTION:

What is the typical timing of the audit each year?

ANSWER:

Our goal is to have the statements received and presented to Council by the end of March.

4) QUESTION:

What accounting system is used by the City?

ANSWER:

The City converted from Central Square "H.T.E." in June 2020 to BS&A.

5) QUESTION:

Have auditors received read-only or remote access to the system in prior years?

ANSWER:

Yes

6) QUESTION:

Does the City expect to have any significant new funds or activities for 2020?

ANSWER:

No

7) QUESTION:

Is the internal control structure for the CRA the same as the internal control structure for the City?

ANSWER:

Yes

8) QUESTION:

How many single audit major programs does the city expect to have for 2020?

ANSWER:

None

9) QUESTION:

What is the City's preference for the timing of fieldwork?

ANSWER:

We are flexible.

10) QUESTION:

What were the two prior years audit fees?

ANSWER:

\$55,500

11) QUESTION:

Were there any out of scope billings or additional fees paid to the audit firm for additional professional services in the prior three years?

ANSWER:

Consultant Fees – FY 19-20 \$0; FY 18-19 Consultant Fees \$1,728; FY 17-18 \$2,618; FY 16-17 \$0

12) QUESTION:

Please provide the fee for the 2019 Audit.

ANSWER:

The fee for the 2019 audit was \$55,000.00.

13) QUESTION:

What is the typical schedule for interim testing, field work, and issuance of the statements?

ANSWER:

Testing and field work usually begins in December and the audit completion dates for the past few years are as follows: 9/30/19 – June 15, 2020; 9/30/18 – May 20, 2019; 9/30/17 – June 27, 2018

14) QUESTION:

When are the actuarial reports typically available for police, fire and OPEB plans?

ANSWER:

Reports for the past few years are dated as follows: Police – May 27, 2020 (Actuarial Valuation as of October 1, 2019), March 8, 2019, July 12, 2018; Fire – January 21, 2020 (Actuarial Valuation as of October 1, 2019), April 11, 2019, December 18, 2017; OPEB August 13, 2019 (FY 18-19), February 4, 2019 (FY 17-18).

15) QUESTION:

Does the City wish to change the typical schedule to allow for earlier completion of the audit?

ANSWER:

Yes, we would prefer the audit and statements be completed (and presented to Council) by the end of March, but no later than April 30.

16) QUESTION:

Does the City wish to pursue the GFOA certificate of achievement?

ANSWER:

No

17) QUESTION:

What are the total audit fees incurred for the 2019, 2018, and 2017 audits?

ANSWER:

2019 \$55,500; 2018 \$55,500; 2017 \$42,250 (Audit Engagement Fee \$55,500)

18) QUESTION:

Does the City expect to require a single audit for FY 2020?

ANSWER:

No

19) QUESTION:

How many audit adjustments were proposed by the auditors for FY 2019?

ANSWER:

There were 19 client adjusting journal entries related to pensions, insurance, FEMA, FRS/HIS and OPEB after the trial balance was provided to the auditors. This is not uncommon as we often provide additional information and entries to the auditors after December due to the timing of when information is provided to the City.

ACKNOWLEDGEMENT

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response in the space provided on the Submittal Checklist included in the original solicitation document. Failure to do so may subject the bidder to disqualification.