

Addendum #1 1/26/2024

Questions due by January 26th at 1:00

1. How many adjustments were proposed by the auditors in the prior year? Can we please get a copy of them? **None**
2. . What was the prior year financial statement audit fee? What was the base fee versus any additional costs, if any? **Audit Fee = \$65,000 & Direct Expenses = \$2,642.61**
3. What was the prior year procurement audit fee? When was this work performed? Would you be open to this work being performed in July? **Audit Fee = \$5,000**
The work was performed in August and September. The District closes out accounts payable at the end of July so the earliest the work can be performed is August.
4. How many bank accounts do you have? **The District has 3 bank accounts with activity. Each school has a pupil activity bank account - 16 total.**
5. What responsibility do you take in preparing the various sections of the financial statements- the MD&A, statements, notes, supplemental schedules, and the statistical tables? **This information is included in the RFP.**
6. Are there any other significant changes from the prior year that would have an impact on our audit? **None known.**
7. Is there anything in particular that you were not happy with regarding the prior auditors' Performance? **No**
8. Are you open to the audit work being performed remotely as much as possible? There are some things better done on site, but much of the work can be done remotely as well. **Yes, if it is efficient and beneficial for both parties.**
9. Can you please describe the skills, knowledge and experience ("SKE") of your finance staff and their positions, including how long they have been with your organization?
Assistant Superintendent for Business is a CGFO with 17 years of school district finance experience. He has been with the District for 4 years.
Director of Finance is a CPA with 30 years of accounting/audit experience. She has been with the District for 11 years.
Director of Procurement is a CPPO and CGFO and has worked with the District for 5 years. She has worked 11 years in local government/school finance and procurement.
10. Do you completely close out your general ledger and trial balance or are there adjustments you expect the auditors to help with? If you need the auditors to help, please describe your expectations and the areas you expect the auditor to help with.
The District completely closes out the general ledger and trial balance for the fund financial statements. The only "adjustments" the auditors prepare are for financial statement purposes only. They are prepared to adjust the fund financial statements to the government-wide financial statements.
11. When do you have the general ledger completely closed out such that you can send the final trial balance to the audit firm?
We plan to have the general ledger closed out by the second/third week of September. In prior years, we often have to make an additional journal entry after this due to receiving final numbers from the County for taxes receivable.

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12. Are their findings and recommendations in the financial statements or management letter? If so, can we please receive a copy of the management letter and can you please describe how these findings and recommendations have been addressed? **None**
13. In the RFP, under “2.0 Audit/Report Requirements Section 2.8” it states that the auditor will perform audits of the pupil activity funds for all schools. Could you provide more detail as to what type of audits/testing will be required for the pupil activity funds?
Disbursement and Receipt Testing
14. What was the fee for the procurement audit and the financial/compliance audit for fiscal years 2022 and 2023? **FY22 Financial Audit Fee =\$75,149.74 Procurement Audit Fee = \$5,000 FY 23 Finance Audit Fee Audit Fee = \$76,142.61 Procurement Audit Fee = \$5,000**