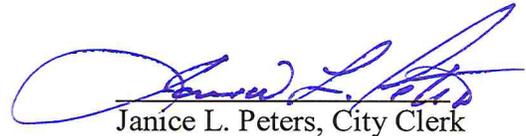# CITY OF CALLAWAY
AUDIT SERVICES
RFP NO.: FI2018-07

ADDENDUM #1

Date Issued: August 14, 2018

RE: **This addendum is being released to address the following questions:**

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1. How many auditors, what level (partner/manager/senior/staff/etc.) and for how long (days) was CRI on site for preliminary and final fieldwork? **They had 1 Senior and I staff on site for about 5 days for FY17. The manager came for internal control and questions for 2 days prior and was here for 3 days with auditors. Partner only did review off site and presented to commission. They do assist in the preparation of the OPBE, GASB.**

2. What accounting software does the City use? **Springbrook**

3. The City prepared a CAFR in prior fiscal years except for FY 17. Was there a reason the City did not submit a CAFR to GFOA in the prior year? **A CAFR was prepared in FY16 but not submitted and FY17 just the Annual Audit Report was prepared. Prior commission did not want to pay the fee to submit to GFOA.**

4. The RFP states that the audit must be complete within 5 months after the City's fiscal year end. Does the City have a preference for when (month) preliminary and final fieldwork would take place? **The 5 months would give us time to review and submit the CAFR on time. We do a soft close of our books and prepare a financial report for our commission on a monthly basis. With the extra work at yearend we should be ready for auditors in December.**

5. Does the City anticipate the need for a single audit in FY 18? **The single Audit is not likely in FY18 but based on potential grants FY19 may require a single audit.**

6. What were the audit fees paid by the City over the past three fiscal years (if you could break out the fees charged by fiscal year and if the fee included a single audit, please provide the cost for each major program audited during that fiscal year). **FY15 $53,162 / FY16 $43,000 / FY17 $40,500 - No single audits.**

Janice L. Peters, City Clerk

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

_____   _____   _____
Signature   Company Name   Date