

RFP# CSB 18-507-001
Administrative Services
Final Questions and Answers

May 18, 2017

1. What was the fee charged for your most recent financial audit?

A: \$25,350

2. What is CBS's current budget?

A: Our current budget is \$10,025,300.

3. What is the size and experience of the accounting staff?

A: Two staff – Finance Director (35 years) and Accounting Technician (11 years)

4. Does your Organization maintain the depreciation schedule or does the prior auditor?

A: CSB maintains its depreciation schedule.

5. What have been the fees paid for financial auditing services for each of the past three years?

A: \$25,350 for FY 2015-16; \$24,600 for FY 2014-15; and \$23,870 for FY 2013-14

6. Approximately how many audit adjusting journal entries were made during the 2016 audit?

A. None

7. Do you maintain the various grant programs as separate funds or separate cost centers?

A: Funds identify major federal programs and sub-ledgers capture individual grants.

8. What has been the typical audit team size and fieldwork duration (days or weeks)?

A: Typically we have a team of three auditors for one week of fieldwork.

9. Does the Organization have a retirement plan that requires the preparation of a Form 5500? If so, is this prepared by another party or the auditor? How is the fee billed?

A: A pension plan administrator prepares the Form 5500 for our 403(b) plan with an annual fee.

10. Is the preparation of the annual Form 990 included in the scope of the audit services or it is billed separately; if billed separately what has the annual fee been?

A: The annual Form 990 is billed as a separate engagement by the auditors. The most recent fee was \$1,500.

11. Do you have a formal financial and program monitoring program? If so, how is it performed?

A: We have a separate contract with a CPA firm to provide financial and programmatic monitoring. They usually perform two reviews per fiscal year.

12. Would you provide us a copy of our most recent audited financial report?

A: A copy of the report has been provided and **will be provided to interested bidders upon request.**

13. How many consecutive years had the prior firm performed your audit??

A: The prior firm performed five consecutive audits, the maximum number permitted by our funders.

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

A: Three auditors were on site for one week.

15. What was the fee for last years 'service?

A: \$25,350 for FY 2015-16.

16. What is the typical timing of the audit each year?

A: Auditors have been historically on site in early September.



17. Who is responsible for preparing the financial statements and notes?

A: CSB staff will prepare financial statements and notes.

18. What is CareerSource Brevard expected payment terms?

A: Payment terms for a correct and properly documented invoice is Net 30 days. However there may be cases when payment may not be issued for up to 60 days after receipt of an invoice and the contractor should be financially capable of carrying that open receivable.

19. Is preparation of the Form 990 part of the RFP?

A: CSB requests that bidders submit a separate price for the Form 990 as it will be billed as a separate engagement.

20. Who prepares the Schedule of Expenditures of Federal Awards (SEFA)?

A: CSB staff prepares the SEFA schedule for the auditors.

21. May we have a copy of your latest monitoring report?

A: Report from May 2016 provided and **will be provided to interested bidders upon request.**

22. Please provide us a brief summary of the accounting department personnel and their relevant experience.

A: See answer to Question 3.

23. Are there any auditing problems / difficulties we need to be made aware of?

A: No

24. Do you have an audit committee or equivalent oversight by the Board?

A: Executive Committee.

25. Is all of the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?

A: One office/one system.

26. What accounting software is utilized?

A: Sage MIP Fund Accounting

27. Is the fixed asset detail maintained in a fixed asset software system or on excel spreadsheets?

A: Sage Fixed Asset software

28. Is payroll generated in-house or is an outside service utilized?

A: Outside service - Paychex

29. Do you typically prepare the financial statements and footnotes or does the audit firm prepare them?

A: We prepare the financial statements and footnotes

30. Can you provide the prior year trial balance and audit adjustments, if any? Or give an indication of the number of adjustments and a description of the entries, if any?

A: Trial balance attached; no adjustments

31. May we please get a copy of the budget or any interim financial statements for the current fiscal year?

A: Third quarter financial summary is attached

32. What is the expected timeline for audit fieldwork? Expected start and completion date?

A: Fieldwork is usually completed in mid-September with a report issued in mid-November

33. If possible, can you indicate the professional fees for 2016 or the number of hours incurred on the engagement?

A: The fee was \$25,350; the number of hours is unknown

34. Can we meet in person to discuss the responses to these questions? Please provide a couple of dates and times which work best for you?

A: Thank you but CSB will not be meeting with any of the bidders at this time.

35. From a financial standpoint, what are CSB's top three priorities?

A: Please refer to the RFP.

36. What are the qualities in an auditing firm that CSB deems most important?

A: Please refer to the RFP.

37. Has anything significant occurred in the current year, which is different from prior years? Is something significant expected and/or budgeted to occur in the current year, or soon thereafter, which a potential auditor should be aware of?

A: No.

38. What has been exhibited by the current auditors that CSB values the most? The least?

A: Please refer to the RFP

39. Please provide most recent internal financials (balance sheet, income statement, budget vs actual, any other relevant financial reports typically provided to CSB of directors or finance committee).

A: Third quarter financial summary attached.

40. Please provide a listing of schedules/work papers provided to the prior auditor.

A: Prior Client Assistance Request List attached.

41. Please provide the audit adjustments (proposed and posted) for 6/30/16 and 6/30/15 audits

A: None.

42. Is CSB drafting the financial statements, notes to financial statement, and schedule of expenditures of awards? Or is this responsibility of the auditor?

A: CSB will prepare.

43. Under proposed fees section only an hourly rate is requested. Our rates vary based on the position and experience of the individual. For example a partner's hourly rate is more than a senior's rate. Please verify all that is required is the hourly rate by position and not a total all-inclusive maximum fee.

A: A total fee should be proposed.

44. It appears the IRS Form 990 is also prepared by the current audit firm. Should this also be included in the proposal experience, qualifications, and proposed fees?

A: Propose it as a separate engagement with a separate fee.

45. What were the fees charged for audit and tax preparation fees for the year ended June 30, 2016 and June 30, 2015 audits and IRS Form 990??

A: \$25,350 for FY 2015-16; \$24,600 for FY 2014-15; \$1,500 for Form 990

46. Please provide a copy of the 6/30/2016 FYE audit services contract.

A: Engagement letter attached.

47. Please provide the time (# of hours and # of people) the prior auditor spent on-site conducting the audit and in total to complete the audit.

A: Team of 3 on site for one week.

48. On page 14 of 29 of RFP it asks whether we are a small or minority-owned firm. Please provide the definitions of these terms.

A: The RFP makes several other references to small and/or minority-owned firms, as well as requesting a certification on page 27 that expands the categories. The Federal Acquisition Regulations (FAR) contains definitions of all types of business classifications in Part 19. You may find the definitions contained here:

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm>