



February 23, 2017

City of Shavano Park  
RFP for Professional Auditing Services  
Questions and Answers concerning RFP

Questions from interested firms is in **black**.

Answers from the City of Shavano Park are in **blue**.

1. How many audit adjustments were posted last year?  
No adjustments, other than GASB Pension Entry.
2. Were there any disagreements between management and the audit firm in 2014, 2015, or 2016? If so, what were they?  
No
3. Were there any findings that were communicated to management in 2014, 2015, or 2016? If so, please provide a copy of the communication.  
Located on Website at <http://shavanopark.org/departments/transparency.php> and [http://www.shavanopark.org/departments/financial\\_reports\\_archive.php](http://www.shavanopark.org/departments/financial_reports_archive.php)
4. Why are you changing auditors?  
Council requested RFP, no legal requirement to change.
5. Will the previous auditors be allowed to bid on the current RFP/Q?  
Yes
6. Are there any area(s) in prior year audits that created any delays by the auditors to the issuance of the financial statements to the City?  
No
7. What were the 2014, 2015, and 2016 audit fees?  
16,500 for each year.
8. Were there any excess billings from the PY auditor for problem areas? If so, what were they?  
No
9. What major changes should we expect from PY to CY, both financial and changes in staffing?  
None

10. Is the auditor expected to draft the basic financial statements and its related notes?  
Yes the auditor prepares the audit report as required.
11. What software/methods has the City adopted for tracking/reconciling capital assets?  
Excel. Incode Fixed Asset module was purchased at the end of 2016 and City is in process of converting.
12. How many people did your current audit firm bring to fieldwork?  
2 staff, plus lead auditor.
13. May we get a copy of your prior year management letter?  
Located on Website at <http://shavanopark.org/departments/transparency.php>
14. Does the City expect to exceed \$750,000 in federal expenditures for 2016 and need a single audit under the Uniform Guidance for multiple programs or program above this threshold?  
No as stated in the RFQ/P
15. How many days was your current audit firm at your site for fieldwork?  
Approximately 10
16. What are name(s) and contact information of key personnel we will be working with directly during the course of the audit engagement?  
Bill Hill, City Manager, and Lara Feagins, Finance Director
17. Is the first year of the audit contract for year-end September 30, 2016?  
September 30, 2016 Audit has been completed.
18. Was there any particular reason for the rfp? (Was there a conflict with the previous auditor, does the city have a rotation policy, etc.)  
Council requested RFP, no legal requirement to change.
19. Can we get a copy of last year's audit report?(Were there any audit findings last year)  
All prior years are located on the web site.
20. Does the auditor prepare the audit report, does the city staff help in preparing the audit report?  
Yes the Auditor prepares the audit report as is required.

21. Does the auditor prepare the GASB entries for the city?

A portion of the entries are prepared by staff, the Cities accounting software does not include GASB portion of the report.

22. What has been your budget for audit services in the past?

\$16,500

23. So that we can ensure our costs are as competitive as our services, can you please provide a copy of the most recent engagement letter, as well as the prior auditor fees for the last 5 years?

- September 2016 - \$16,500
- September 2015 - \$16,500
- September 2014 - \$16,500
- September 2013 - \$30,380 (Costs associated to excess work due to City staff turnover)
- September 2012 - \$44,303 (Costs associated to excess work from City staff turnover)

24. Also, what is the reason for going out for RFP for this new audit season?

Council requested RFP, no legal requirement to change.