

Questions Submitted For RFP –Audit Services

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

Answer: The accounting staff consists of a CFO and an Accounting Clerk. The CFO is a CPA with 20 years experience and has been employed by the Florida Developmental Disabilities Council (FDDC) for 12 years and was previously employed at a small firm for 8 years. While at the firm, I (the CFO) conducted audits of for profit and nonprofit entities as well as FDOT overhead audits, prepared tax returns for individuals and corporations, processed payroll, performed general bookkeeping functions, and may other miscellaneous functions. The Accounting Clerk has been employed by FDDC for 8 years.

2. Will the auditor prepare the financial statements? If so, is there sufficient in-house accounting expertise to satisfy the new requirements for financial statement preparation in SAS 112 and the 2009 “yellow book”?

Answer: Yes, see number 1.

3. Does your agency maintain the depreciation schedule or does the prior auditor?

Answer: All of our equipment is fully depreciated.

4. May we get a copy of the most recent budget?

Answer: Each year is consistent with the prior year and we operate within our budget. We are 100% federally funded. We work from three (3) grant years at a given time. For example, we are currently working with 2010, 2011 and 2012 grant funds. See audit report or 990 on GuideStar.

5. What is the organization’s reason for contemplating changing auditors?

Answer: The last RFP we released for audit services stated renewal for 3 years. The time period has expired.

6. What has been the total fees paid for financial auditing services and preparation of Form 990 for each of the past three (3) years?

Answer: Audit for the fye 9/30/10 - \$13,500 and Form 990 - \$1,200
 Audit for the fye 9/30/09 - \$14,200 and Form 990 - \$1,260
 Audit for the fye 9/30/10 - \$14,900 and Form 990 - \$1,325

7. Approximately how many audit adjusting journal entries were made during the 2010 audit?

Answer: There were seven (7) entries made during the 2010 audit. The entries were cash to accrual entries.

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

Answer: We have one source of funding.

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

Answer: Fieldwork is typically one to two staff 5 to 7 days.

10. What financial software is utilized by your organization? Can you print reports in Excel and email reports?

Answer: We use Quickbooks Pro 2010. Reports can be generated in Quickbooks and exported to Excel format and they can be emailed.

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

Answer: FDDC has a 401(k) profit sharing plan. The CFO is the trustee. We have a third party administrator (TPA) for plan administration and preparation of Form 5500. The TPA bills us for plan administration and preparation of return.