Questions associated with the RFP for audit and tax services:

Will your current auditor be allowed to submit a proposal? **Yes**

Is the accounting function outsourced to a firm?  **Yes**

Are there any CACAA employees involved with the accounting function? **No**

Please describe the structure of the accounting function (number of employees and roles). **There is a CFO (offsite), Finance Director, Senior Accountant and two part-time Fiscal Assistants. Roles are those typical to any similarly sized non-profit, including: issuance of checks; deposit of revenue; bank reconciliation; recording of financial transactions; financial reports to management, the board and various grantors, etc.**

What accounting software is used by CACAA? **Abila-MIP**

Does CACAA maintain the fixed assets (depreciation) or has the auditor typically assisted with this task?  **Both** What software is used? **Excel Spreadsheet**

When does the external audit firm typically perform onsite field work? **April**

How long is the firm onsite? **Two people one week, one person an additional week, possibly a few days in May sporadically.**

When does CACAA prefer the audit field work be conducted? **March/April/May are fine; we prefer to not do it the same time as other grantors’ auditors/monitors/reviewers are onsite so that we can devote our full attention to the audit.**

Please describe any deadlines for filing the audit. **Everything must be completed (including uploading to the FAC – federal audit clearinghouse) by June 30th.**

Please provide the adjusting journal entries made during the FYE 9/30/18 audit? **Please see attachment A.**

If CACAA could change one thing about the prior year audit process, what would that be? **Not necessarily the prior year, but, in general, we prefer to receive** **a complete PBC list request along with any updated forms, such as grant confirmations, as early as practical so that we can work on them as opportunities arise.**

What was the total audit fee for FYE 2018?  Please include any fee paid to the auditor for extra work or assistance with posting entries, etc. **The Agency paid $21,000 for audit and $2,750 for tax returns for FYE 9/30/18; and $22,800 for audit and $3,200 for tax returns for FYE 9/30/17. In FY16-17, the Agency purchased a building and formed a subsidiary, which required additional work.**

How much did the CACAA budget for the FYE 2019 audit?  **About the same as paid previously.**

* What accounting system do you currently use **Abila-MIP**

and has that system been in place during the entire fiscal year to be audited? **Yes**

* Please describe the composition of your accounting/finance department? **There is a CFO (offsite), Finance Director, Senior Accountant and two part-time Fiscal Assistants.**
* Will your organization prepare financial statements or will you need assistance from the selected CPA firm to prepare the financial statements? **We will need assistance.**

What were the prior year audit fees?  **The Agency paid $21,000 for audit and $2,750 for tax returns for FYE 9/30/18; and $22,800 for audit and $3,200 for tax returns for FYE 9/30/17. In FY16-17, the Agency purchased a building and formed a subsidiary, which required additional work.**

Do those fees include any billings for out-of-scope services? **No**

* How many journal entries were proposed by the previous auditors? **13 for the Agency and 8 for its subsidiary.**

Please provide a list of the proposed entries as a result of the prior year audit. **Please see attachment A.**

* Has the predecessor audit firm been invited to bid? **Both predecessor audit firms have been notified of the opportunity.**
* We do not strive to be the low cost provider.  We dedicate substantial resources to serving and supporting our not-for-profit clients. To what extent will cost drive the selection process? **While cost is a factor, it is not the most important. Satisfying our Grantors’ reporting requirements is.**
* What time of year is the fieldwork generally completed? **Fieldwork is generally conducted in April.**
* How flexible is the organization in regard to the timing of the audit? **Reasonably flexible.**
* What specific recurring aspects of the audit prove to be a challenge each year? **Not a challenge,** **but we would appreciate finishing a few days earlier.**
* Have any significant changes to operations, personnel or financial position occurred during the year to be audited that may have an impact on the upcoming audit scope or timing? **No**
* Who are the current members of your audit committee? **The Board’s executive committee, currently Christy McElroy, Kara Palmer Smith, Lauren Johnson and Derrick Jennings.**
* How important is experience with other community agencies? **While experience with other community action agencies is nice, it is more important to have experience with the types of grants and grantor agencies that fund the Agency. (See SEFA)**