



Response to Questions for Request for Proposal for “Financial Audit Services”

1. Can you provide the reason for the Authority going out for RFP?
A. The contract term is up and a change of the firm performing the audit is statutorily required.
2. Is the Incumbent Auditor allowed to bid on the RFP or is this a Mandatory Rotation?
A. The incumbent auditor is allowed to bid on the RFP.
3. How long have the current auditors served the Authority?
A. Ten years.
4. Is the scope of Services requested in the RFP the same as FY 2024?
A. Yes.
5. Were there any Management Letter Comments that resulted from the prior year audits from the auditors to the Authority?
A. No.
6. Has there been any turnover in Authority Management since 6/30/24?
A. No.
7. Has there been any turnover in Authority Accounting Staff since 6/30/24?
A. No.
8. How many journal-entries were proposed by the auditor on an annual basis?
A. Two.
9. How many weeks were the previous auditors onsite and with how many staff?
A. The previous audit was conducted remotely and the number of staff is unknown.
10. Was the audit conducted virtually?
A. Yes.
11. How many dedicated Finance Staff are employed at the Authority?
A. Three.
12. Who prepares and keeps the Authority’s MD&A?
A. The Authority has not prepared an MD&A in previous audits.

13. Who prepares and keeps the Authority's recordkeeping for its Capital Assets (Additions & Deletions) as well as Depreciation Expense?

A. Authority finance staff with support from software managed by Jamie Corsetti, CPA.

14. Who prepares and keeps the Authority's recordkeeping for its Compensated Absences?

A. The Director of Finance.

15. Who prepares and keeps the Authority's recordkeeping for its Long-Term Debt?

A. The Director of Finance.

16. Any New Debt in 2025?

A. No.

17. Who will be responsible to prepare the following entries for the Authority?

- GASB 68 – Pension entries

A The auditor.

- GASB 75 – OPEB entries

A The auditor.

- GASB 87 – Lease/Contract – Revenue and Expense entries

A The auditor.

- GASB 96 - Subscription-Based Information Technology Arrangements

A The auditor.

18. Who will be responsible for preparing the Annual Financial Statements?

A. The auditor.

19. Any Federal Funding so far or anticipated in FY 2025?

A. No.

20. Any new or potential significant events or financial transaction in FY 2025?

A. No.

21. Have there been any legal judgements rendered upon the Authority in FY 2025?

A. No.

22. I see the FY 22/23 audited financials on your website—is that the last audit that was performed? Please also provide a copy of the management letter, if one was issued. If an audit was performed for FY 23/24, can you provide that audit report as well.

A. The Authority's Fiscal Year 23/24 audited financial statements have not yet been finalized.

23. Can you clarify which years you need included within the scope of the proposal.

A. It is the intent of the HWMA to contract for the services for a term of three (3) years, with the right to extend the term of this contract for one additional 3-year extension.

24. Is your current auditor providing a proposal as well, or do you anticipate changing auditors?

A. The incumbent auditor is allowed to bid on the RFP, but it is not known at this time if they will submit a proposal by the deadline.

25. Can the audit be performed remotely, or do you require the audit be performed on-site?

A. The audit can be performed remotely or on-site.

26. Is attendance at meeting with the management and the Board required to be in person?

A. No.

27. How many audit adjustments did your auditor propose and what is the nature of the adjustments?

A. Two entries, related to Net Pension Obligations and Prior Period Adjustments.

28. What accounting system do you use?

A. QuickBooks Online Advanced

29. What system do you use for your customer billings?

A. QuickBooks Online Advanced

30. When are the books typically closed and available for audit?

A. Approximately October 15th

31. How many staff are involved in the accounting function?

A. Three

32. What are your expectations as to when you would need the final reports?

A. Approximately January 15th

33. Does the auditor calculate the pension allocation entries or is that done by District staff?

A. The Auditor calculates pension allocation entries.

34. Are there any changes in the operations or funding sources or new debt in FY 24/25 that would affect the scope of the audit?

A. *No*

35. Do you have any federal grant funding that would result in the need for a single audit (ie, over \$1,000,000 of federal grant expenditures)?

A. *No*

36. Just wanted to confirm that the Anti-Collusion form is required to be notarized.

A. *Yes, notarization is required for the Anti-Collusion form.*

37. Do you require the cost proposal to be included as a separate document?

A. *No*