

Questions regarding Audit RFP.

1. What is the reason you are considering changing the auditor?
[It is the City's standard practice to promote competitive bidding.](#)
2. Are the prior year auditors being invited to bid?
[No.](#)
3. What are the things you liked and didn't like about your current auditors?
[Not applicable.](#)
4. Is there anything specific you are looking for in the successor auditors?
[The ability to perform all services outlined in the RFP.](#)
5. What were the prior year fees? Please break down by service if possible.

| Engagement Services and Fees | | | | | |
|--|----------|----------|----------|----------|----------|
| Professional Services | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 |
| City Comprehensive Annual Financial Report | \$34,000 | \$34,000 | \$35,020 | \$36,071 | \$37,153 |
| Single Audit* | \$4,000 | \$4,000 | \$4,120 | \$4,244 | \$4,371 |
| Report on City's Gann Appropriations Limit | \$500 | \$500 | \$515 | \$530 | \$546 |
| Subtotal of City | \$38,500 | \$38,500 | \$39,655 | \$40,845 | \$42,070 |
| Biennial Vehicle Abatement Compliance Report | \$0 | \$2,640 | - | \$2,640 | - |
| Total All-Inclusive Fee | \$38,500 | \$41,140 | \$39,655 | \$43,485 | \$42,070 |

*Assumes one major program. Additional programs will be billed at \$4,000 per program, per year.

6. Have there been any changes in your accounting system or software since last year?
[No. The City transitioned to the Tyler Enterprise System in March 2023.](#)
7. Have there been any major changes in staff turnaround in the past year?
[No.](#)
8. Do you expect to have any retirement or replacement of key employees?
[No.](#)

9. Please list the staff members in finance and their years of experience with the organization at that position.

Fund No. 1000
Division Nos. 2000-2050

| Finance | | | | |
|----------------------------|---------------------|------------|-----------|----------|
| PERSONNEL | Number of Positions | | | |
| | Funded in | Dept. Head | City Mgr. | Council |
| | Budget | Request | Recom | Approval |
| Classification | 2024-25 | 2025-26 | 2025-26 | 2025-26 |
| Finance Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Finance Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 2.00 | 2.00 | 2.00 | 2.00 |
| Accountant I/II | 4.00 | 4.00 | 4.00 | 4.00 |
| Payroll Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Payroll Technician I/II | 2.00 | 2.00 | 2.00 | 2.00 |
| Rev & Cust Serv Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Technician | 5.00 | 5.00 | 5.00 | 5.00 |
| Account Clerk I/II/III | 6.00 | 6.00 | 6.00 | 6.00 |
| Purchasing Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Buyer | 0.00 | 1.00 | 1.00 | 1.00 |
| Storekeeper | 1.00 | 1.00 | 1.00 | 1.00 |
| | 25.00 | 26.00 | 26.00 | 26.00 |

10. Is your accounting function performed in-house? If so, how long has that person been in that position? Or do you have a contract bookkeeper or CPA? If so, what level of service do they provide (ex. monthly bookkeeping, reconciliations, audit preparation)

All accounting functions are performed in-house.

11. How many audit adjusting entries did you have last year? Please list each entry:

The City prepares a standard volume of adjusting journal entries consistent with the size and complexity of our organization.

12. Is the City Planning to issue any new debt?

Yes, SRF loan.

13. Were there any material weaknesses, significant deficiencies, or control deficiencies? If so, please provide relevant reports.

One was identified. Further details can be discussed upon selection.

14. About how much time did the prior year auditors spend onsite to conduct their audit?

None.

15. What dates do your year-end audits take place?

Please refer to the expected audit schedule included in the RFP.

16. Are you open to remote or hybrid audits?

Yes.

17. Are there any significant changes in operations expected for FY 2025-26?

No.

18. Will there be any significant events in FY 2025-26?

No.

19. Are there any new services in this RFP that were not included in the prior year?

Over the course of the agreement, the City may transition from Basic Financials to an Annual Comprehensive Financial Report (ACFR).

20. Has your 2024 annual comprehensive financial report been issued? If so, please provide us a copy. If not, what is the status of the 2024 audit report?

Yes. It is available on the City's website.