

Request for Proposal Professional Audit Services – Questions/Answers  
March 30, 2015

1. How long has the current auditors been performing the audit for the City of St. Helena?  
23 years
2. How many auditors and how many weeks were the auditors on site for both interim and year end field work?  
1 auditor is on site spread out over several visits. Typically 1 week at a time on 3 different occasions. Each visit the auditor would provide a list of information requested for staff to review/retrieve prior to his next visit.
3. When were the interim and year end field work scheduled?  
Interim was in July and the field work was originally scheduled in November but was delayed until December due to City staffing changes

4. What were the prior year audit fees and can you please breakdown by components?

ITEM	Hours Billed	Cost
Accounting assistance services related to cash out of balance conditions and other year-end closing matters	16	\$ 3,200.00
Annual Audit of City of St. Helena's basic financial statements and includes preparation of the City's draft CAFR		\$ 19,000.00
Compilation of the City's State Controller's Report and Street Report		\$ 2,500.00
		<b>\$ 24,700.00</b>

5. How many major programs were tested each year for the Single Audit?  
FY 2013-14 – no single audit required  
FY 2012-13 – no single audit required
6. Are there any new services requested in this RFP that were not included in the prior year audit fee?  
No
7. How many journal entries were proposed by the auditors? Were there any findings?  
Approximately 30 journal entries. Yes, there were findings with respect to timing of reconciliations, fixed assets accounting, budgetary adjustments, and control over financial reporting.
8. Were there any material adjustments made by the auditors in connection with the examination of the prior year Financial Statements?  
Yes in relation to fixed assets

9. Has the City entered into any Major Contracts, Studies and/or Started any Projects in the Current Fiscal Year that would not be reflected in the Prior Year Financial Statements?  
None for 2014-15
10. Any New Debt Issuances in the Current Fiscal Year?  
No
11. Is the City involved in any litigation not included in the Prior Year Financial Statements?  
Yes, the City is currently involved in three (3) litigation matters that were filed after July 1, 2014.
12. Any other Major Changes in the Current Fiscal Year that would affect the operations of the City?  
New executive staff.
13. How did you measure the quality of the audit performed?  
We were satisfied with the quality of our auditor and the timeliness of the completion of the CAFR despite delays due to changes in City staff. No formal analysis has been done for measurement.
14. What audit areas, in your opinion, were cumbersome?  
No areas were cumbersome by our auditor
15. What efficiencies would you like to see in the audit of the City's financials? Is there anything specific that you are looking for with the successor auditors?  
We would like to have the process more streamlined and automated for review of audited financials. Would like a fresh perspective on our financials and processes.
16. What is the reason that you are considering changing the auditor?  
We have utilized the same auditor for 23 years. The current contract ended with the 2013-14 CAFR.
17. Will your prior auditors be invited to bid?  
There are no exclusions on who is able to bid.
18. Have there been any changes in your accounting system or software since last year?  
Yes, we currently use Springbrook and updated from version 6 to version 7 in June 2014. We are currently discovering and working through changes in versions that affect our reports.
19. Do you expect to have any retirement or replacement of key employees?  
No, however, there have been several changes in executive staff for 2014-15
20. What are the things you liked and didn't like about your current auditors?  
Our auditor helped us through a very difficult transitional period, especially with finance staffing changes. He was patient with staff and extremely helpful.
21. What are the things you liked and didn't like in the audit process followed by your current auditors?  
There is not anything we did not like about the process. The auditor was timely in his responses.

22. Can we obtain copies of prior year reports issued?

Yes, previous CAFRs are available on our website

23. Do you expect to have a single audit this year?

No we are not anticipating a single audit this year

24. How many major programs you had last year?

None

25. How much were the total federal expenditures last year?

None

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

Accounting Assistant I – in position for approximately one (1) year

Accounting Assistant I – in position for approximately three (2) months

Management Analyst – in position for six (6) years

Finance Director – in position for four (4) months

27. Will the staff or auditor be required to draft the financial statements?

Staff will be responsible for the statistical section, letter of transmittal, and MD&A and auditors will be responsible for drafting the remaining components of the CAFR.