NPSD AUDIT SERVICES REQUEST FOR PROPOSAL (RFP) QUESTIONS

New Questions Received as of 03.12.20

1) How many audit adjustments were made in the prior year audit?
Eight – Pension GASB68, OPEB GASB75 (2), Proprietary Fund Opening Balances (3), Capital Transfer, and Interfund Adjustment

2) What accounting software is used by the District?
eFinance

3) Was there any new debt issued?
Yes – Bond Refunding $27,905,000 closed December 2, 2020.

4) If a management letter was issued can we obtain a copy?
https://www.npenn.org/common/pages/DisplayFile.aspx?itemId=23336137

5) When is the District ready for the audit?/ When is preliminary work and final fieldwork performed?
On or about August 31 of each year.

6) Can we get a copy of a tax collector audit?
Copy of one tax collector Agreed Upon Procedures (AUP) will be posted on the website. (Montgomery)

7) How many tax collectors does the district have?
Nine

8) How many tax collector audits are conducted each year?
At least two per year

9) What assistance is provided to the auditor by District staff?
Completion of support schedules, documentation gathering, electronic file access, etc.

10) Can the current firm propose?
Yes

11) Why is the District obtaining proposals?
District policy requires an RFP for Audit Services every five years.

12) What were the prior year audit fees for the District Audit and the Tax Collector Audits?
$27,500 – Audit
Approximately $2,500 – Per AUP

NPSD AUDIT SERVICES REQUEST FOR PROPOSAL (RFP) QUESTIONS

13) How much time did the current firm spend on site for the audit by level and hours?/ How many auditors were on site for the 2019 audit and how much time did they spend on site?
One Week 3 Staff – District Audit
Three Days 1 Manager – District Audit
One Day 1 Partner - District Audit
One Day Staff and Manager – Tax Collector AUP

14) Who is the actuary for the OPEB Plan?
Conrad Siegel

15) Who is the Financial Advisor for the District?
Public Financial Management

16) Does the District maintain detailed Capital Assets?
Yes

17) When does the District expect the final audit report?
Draft of financials to district by October 10th of each year. Final audit report presented to board at November Finance Meeting.

18) How many years has the current audit firm performed the audit?
At least since 1998

19) Have there been any disagreements with the current auditor regarding accounting treatment, journal entries, findings or other matters?
No.

20) Has the current auditor ever billed over their fixed fee and if so what was the reason?
No.

21) Has the current auditor provided any additional services outside the original audit contract?
Consultation services provided as requested. RFP includes potential consultation needs throughout the contract period.

22) What are the normal work hours and can the auditor stay later than the normal work hours?
7:30 AM - 5:00 PM – Possibly, if coordinated with management.

23) How many employees are in the accounting/finance departments for the District? How many are CPAs?
9.5 (CFO, Assistant Director, Bookkeeping Supervisor, Bookkeepers (1.5), Accounts Payable, Payroll (3), Administrative Assistant) No CPAs.

NPSD AUDIT SERVICES REQUEST FOR PROPOSAL (RFP) QUESTIONS

24) Has there been any turnover in key management positions during the year?
Finance Department - No
Other Areas - Director of HR (February 2020) and Assistant Superintendent (June 2020)

25) Are you aware of any fraud or suspicious of any fraud during the fiscal year end?
No

26) Does the District use any outside service organization for processing transactions? If so what is the name of the service organization and what transactions do they process?
Utilize payment processors for credit card payments. All accounting and payroll functions are completed in house.

27) How many exit conferences are required?
One exit conference and one School Board presentation

28) Do you expect any significant changes to the number of federal programs administered in 2019 and going forward?
No

29) Do you want fees separated between the District audit and the tax collector audits?
Yes