

## Questions & Answers – Audit RFP:

1. What is the expected start dates/preferred start dates for the financial statement audit? [September 15, 2021](#). Is there a preferred completion date? [December 10, 2021 latest completion date](#).
2. What is the expected start date for the 403b audit? [August 16, 2021](#).
3. What is the expectation of work to be performed on-site vs off-site? [Remote where feasible](#).
4. Do you expect your SEFA to be in line with the prior year or is there an expectation of increased amounts due to COVID-19? [Increased](#).
5. Has there been any major changes to operations since the 2020 financial audit was performed? [None](#).
6. What is the driving factor behind going out to bid for these services at this time? [Current auditor has been in place for 5 years](#).
7. What are the key attributes in a successful relationship with your audit and tax provider? [Clear communication and expectations](#).
8. Does the auditor typically draft the financial statements, including footnotes? Or are there certain schedules that you provide? [Auditor drafts majority of statements and footnotes; we supply functional expenses, BESE #1](#)
9. Do you have a template you use for your statement of functional expenses? [Yes](#)
10. How many audit adjustments have typically been recorded as a result of the audit, and what areas do those tend to be in? [Minimal typically related to reclassification](#).
11. Have you had an interim and then final audit visit in the past? If not, is this something you would be open to? [If interim visit would expedite final audit, then yes](#).
12. Do you have documentation of your key financial processes and controls that you can provide to the auditor if you make a change in audit firm? [Yes – policies and procedures document are available](#).
13. How have matters noted in prior year reports been resolved? Are any still unresolved at this time? [Corrected in the next fiscal year, no unresolved items](#).
14. When are your books and records typically available to be audited? [Shortly after Labor Day](#).
15. Did you receive any new federal funding in FY21 – ie. Programs (CFDA#s) you have not administered in the past? For example, COVID related funding. [Yes, ESSER/GEER/Incentive Funds](#).
16. Are there any other significant changes or new items during FY21 that would impact the financial statements or the audit process? [No](#).
17. Who are the service providers of the plan? [TIAA](#) Any changes in service providers during 2020 or 2021? [No](#).
18. Has the plan had any compliance issues over the past 3 years? [Yes](#).
19. Are the payroll/ HR processes and reports centralized for the entire organization or are there separate payroll runs/report and HR files maintained at each campus? [Payroll/HR processes and reports are centralized for the entire organization. There are two payroll runs – hourly \(bi-weekly\) and salary \(monthly\)](#).