

**RFP# CSB18-507-001**  
**Administrative Services**  
**Interim Questions and Answers**

May 11, 2017

Questions 1-20 apply to Service Area One of the RFP, question 21 applies Service Area Two of the RFP

1. What was the fee charged for your most recent financial audit?

A: \$25,350

2. What is CBS's current budget?

A: Our current budget is \$10,025,300.

3. What is the size and experience of the accounting staff?

A: Two staff – Finance Director (35 years) and Accounting Technician (11 years)

4. Does your Organization maintain the depreciation schedule or does the prior auditor?

A: CSB maintains its depreciation schedule.

5. What have been the fees paid for financial auditing services for each of the past three years?

A: \$25,350 for FY 2015-16; \$24,600 for FY 2014-15; and \$23,870 for FY 2013-14

6. Approximately how many audit adjusting journal entries were made during the 2016 audit?

A. None

7. Do you maintain the various grant programs as separate funds or separate cost centers?

A: Funds identify major federal programs and sub-ledgers capture individual grants.

8. What has been the typical audit team size and fieldwork duration (days or weeks)?

A: Typically we have a team of three auditors for one week of fieldwork.

9. Does the Organization have a retirement plan that requires the preparation of a Form 5500? If so, is this prepared by another party or the auditor? How is the fee billed?

A: A pension plan administrator prepares the Form 5500 for our 403(b) plan with an annual fee.

10. Is the preparation of the annual Form 990 included in the scope of the audit services or it is billed separately; if billed separately what has the annual fee been?

A: The annual Form 990 is billed as a separate engagement by the auditors. The most recent fee was \$1,500.

11. Do you have a formal financial and program monitoring program? If so, how is it performed?

A: We have a separate contract with a CPA firm to provide financial and programmatic monitoring. They usually perform two reviews per fiscal year.

12. Would you provide us a copy of our most recent audited financial report?

A: A copy of the report has been provided and **will be provided to interested bidders upon request.**

13. How many consecutive years had the prior firm performed your audit??

A: The prior firm performed five consecutive audits, the maximum number permitted by our funders.

14. How many auditors were in the field last year and for approximately how many days?

A: Three auditors were on site for one week.

15. What was the fee for last years 'service?

A: \$25,350 for FY 2015-16.

16. What is the typical timing of the audit each year?

A: Auditors have been historically on site in early September.

17. Who is responsible for preparing the financial statements and notes?

A: CSB staff will prepare financial statements and notes.

18. What is CareerSource Brevard expected payment terms?

A: Payment terms for a correct and properly documented invoice is Net 30 days. However there may be cases when payment may not be issued for up to 60 days after receipt of an invoice and the contractor should be financially capable of carrying that open receivable.

19. Is preparation of the Form 990 part of the RFP?

A: CSB requests that bidders submit a separate price for the Form 990 as it will be billed as a separate engagement.

20. Who prepares the Schedule of Expenditures of Federal Awards (SEFA)?

A: CSB staff prepares the SEFA schedule for the auditors.

21. May we have a copy of your latest monitoring report?

A: Report from May 2016 provided and **will be provided to interested bidders upon request.**

**Final Q&A Will Be Posted on 5/18/17**