

**Request for Proposals Independent Audit**  
**Question and Answer Posting**

1. Your most recent audit examined noted material findings and a qualified opinion; have these matters been corrected, **Yes** and do you have a clean audit opinion and no findings on your 6.30.24 audit, **the 6.30.24 audit is in the final stages, however, a clean audit and no findings are anticipated** and what are the expectations to consider for bidding for 6.30.25? **We would expect a regular full audit with a clean opinion.**
  - a. The audit report referrals to a non-GAAP basis of accounting, not following GAAP, has the Board adjusted its books to GAAP
    - i. If not, why? **We follow GAAP guidelines.**
    - ii. One of the audit footnotes refers to equipment not capitalized.
      - o Do you have significant equipment or leases which are required to be capitalized? **No.** Most capitalization policies allow for items under \$5,000 to be expensed. **We do expense equipment under \$5000.**
      - o The footnotes refer to subcontractor program equipment; does the equipment legally belong to the Board? **Yes.**
2. The RFP mentions the auditor must prepare supplemental pages to tie YTD revenues and expenses by contract and funding source into the final progress reports submitted monthly by WDBSE.
  - a. Please elaborate on the request as this is not part of the audit report on your website.
    - i. **Report showing revenues/expenditures to get a change in the fund balance. Grants are for two years so you have a budget, the prior year expenses, then current year expenses to get a total expense amount, then take that amount from the budget to get a variance. This shows the expenses that have not been invoiced at year end or if a fund has been over-invoiced.**
3. Can the audit and Uniform Guidance (A133) audit be conducted remotely, or will our teams be required to be on-site? **Yes, it can be conducted remotely. However, there could be times when the auditor would need/want to visit the board office.** Will the audit presentation upon completion be in person or via remote video conference? **The annual audit report will be presented to the full board by the auditor. We would prefer in person for the board meeting but could be done remotely via Zoom if absolutely necessary.**
4. When are records and reconciliations and the trial balance typically ready for audit procedures to start? **Our expectation is to have the documents ready by the end of August.**
5. How many audit adjusting journals entries does the audit typically have? **Usually none.**
6. How long have they been your current auditors and why are you looking to change auditors? **The contract was for 3 years. Each workforce board is required to release requests for an independent auditor every three years.**

7. Do you maintain an equipment / fixed asset / inventory listing? Yes.
8. What is the reason for issuing this RFP? Each workforce board is required to release requests for an independent auditor every three years.
9. What are the top three qualities you are looking for in an audit firm? Integrity, objectivity, and timeliness.
10. To the best of your knowledge, are the prior auditors submitting a proposal? To the best of our knowledge, prior auditors would submit a proposal.
11. What were the audit fees for the 2024 audit? \$6,500.00. Were there additional change orders or amounts paid related to these above the contracted amount? No.
12. Are you open to work being performed remotely? Yes, we can accommodate remote work. However, there may be times when the auditor would need/want to visit the board office in person. Also, the auditor will provide the annual report to the full board, in which they prefer to be in-person, but we do have a virtual option if necessary. If not, are you open to incurring travel costs for audit team members? Any travel costs would come from the auditors awarded amount in their contract.
13. The financial statements for 2023 were issued in April 2024, while the RFP proposes an issuance timeline prior to December 31. Were there any issues that delayed the issuance of the 2023 financial statements? No issues, just a scheduling conflict.
14. When will the Organization be ready for the audit fieldwork for the year ended June 30, 2025? Our expectation is to have the documents ready by the end of August.
15. Has the report for the year ended June 30, 2024, been issued? It's in the final stage now. If so, please provide a copy of the prior year's management letter and the financial statements issued.
16. Has the Organization implemented the corrective actions described in response to the findings noted in the June 30, 2023, audit report? Yes.
17. Does OWD accept statements prepared under the regulatory basis? Yes. The OWD Financial Manual states that subrecipients establish and maintain systems in accordance with Generally Accepted Accounting Principles. We follow GAAP guidelines.
18. Does the Organization require any assistance in closing the books or does WDBSE personnel perform all such close functions? WDBSE personnel completes this function.

19. Does WDBSE personnel prepare the financial statements, or do you require assistance from the auditors? [The WDBSE fiscal manager prepares and reports financial statements. The auditor will prepare the financial statements in the audit based on the fiscal manager's financial statements reported monthly](#)
20. Was there anything unusual during the current year that would impact the audit (i.e. new debt, significant change in number, amount, or complexity of grants, revenue streams, etc)? [No.](#)
21. Does the Organization have any leases that are required to be included in the report under the regulatory basis of accounting? [No.](#)
22. Can you please clarify what is meant by “Costs should be bid on a per thousand rate, based on contract expenditure, by the Workforce Development Board of Southeast Missouri” on page 3 of the RFP? Typical audit services are priced based on a fixed fee, hourly rate, or per diem rate due to the nature of the work. Could you please clarify how the 'per thousand' rate should be applied in this context, and what unit of measure you would like us to use? [The CPM amount would come from the bidder. The amount the bidder/auditor will charge per thousand \\$ based on the WDBSE contracts/expenditures. Here are a few examples:](#)
1. [\\$100,000.00 divided by 500 units/parts=\\$200.00 CPM](#)
  2. [\\$100,000.00 divided by 200 units/parts=\\$500.00 CPM](#)
  3. [\\$150,000.00 divided by 500 units/parts=\\$300.00 CPM](#)
- [\\*The bidder is allowed to propose a flat rate per year along with first renewal and second renewal. If a flat rate is proposed the bidder will not be penalized the 2 points allowed on the score sheet.](#)
23. Page 2 of the RFP states that “In addition to the requirements of a single audit, the auditor must prepare supplemental pages which will tie year-to-date revenues and expenses by contract and funding source into the final progress reports submitted (monthly) by the WDBSE to the Office Workforce Development.” Can you please clarify what is involved in fulfilling this requirement? [Report showing revenues/expenditures to get a change in the fund balance. Grants are for two years so you have a budget, the prior year expenses, then current year expenses to get a total expense amount, then take that amount from the budget to get a variance. This shows the expenses that have not been invoiced at year end or if a fund has been over-invoiced.](#)