



County of Greenville

"... At Your Service"

Greenville County Procurement Services Division
301 University Ridge, Suite 100
Greenville, SC 29601-3660
Financial and Compliance
Audit Services
RFP# 07-10/06/09

Questions and Answers Issued September 30, 2009

NOTICE TO VENDORS:

The following revisions, additions, and clarifications are hereby made part of the Contract Documents for the above-referenced project and shall be taken into account in the preparation of all proposals and the execution of all work. Responders shall acknowledge receipt of the Questions and Answers in their proposals.

The following questions were submitted for RFP# 07-10/06/09:

Q1) How many adjustments were proposed by the auditors in the prior year?

A1) Adjustments were not proposed in prior year.

Q2) Is there a preferred time in March through July for planning and interim work, especially when a single audit is required?

A2) There is not a preferred time.

Q3) What were the audit fees for the past three years?

A3) The fees were \$37,000 for 2007, \$38,800 for 2008, and \$39,900 for 2009.

Q4) Was a management letter issued in the prior year?

A4) A management letter was not issued in the prior year.

Q5) What financial software does the County use?

A5) The County uses internally developed financial software on the AS400. We prepare our financial statements on GoFund.

Q6) Is there anything different for the 2010 fiscal year of which you are aware that would significantly impact the audit?

A6) There is nothing significant for the 2010 fiscal year. The County will implement GASB 51 in 2010 which requires the capitalization of computer software.

Q7) When does the County have the general ledger for each fund closed out and ready for the auditors?

A7) All adjustments are made on the AS400 the last week of August and data is imported into GoFund the first week of September.

Q8) Is the auditor's additional services related to the issuance of debt to be included in the fee or is it billed separately?

A8) They are billed separately.

Q9) What responsibility does the County take for the preparation of the financial statements versus what the County wants the auditor to prepare?

A9) The County prepares the entire CAFR.

Q10) Does the County have updated internal control narratives to provide to the auditors?

A10) Yes, updated each year.

Q11) What kind of monthly, quarterly and annual financial analysis (comparisons to budget, comparisons to prior year, etc.) does the County finance department perform?

A11) The Office of Management and Budget prepares monthly, quarterly and annual comparisons to budget and to prior year.

Q12) Does the County have a fraud risk management program?

A12) The County does not have a fraud risk management program.

Q13) Will the previous firm be considered? Is there a mandatory rotation?

A13) This RFP is available for qualified vendors including the previous firm. There is no mandatory rotation.

Q14) Do you prepare your own financial statements or is this outsourced? When is draft of financials ready for review for the audit?

A14) The County prepares the entire CAFR and the County's trial balance is ready to be audited in late August and financial statements are drafted in late September.

Q15) What has been the average number of days the audit team has been on-site? How many individuals?

A15) The average number of days is 15 with 2-3 people.

Q16) Are there any known communication problems with AS400 and other software?

A16) No.

Q17) What is the "make-up" of Finance/Accounting Dept? How many individuals and how involved in audit will they be?

A17) There are 9 employees in Finance Department: Payroll (1), Accounts Payable (2), Administrative (1), Hospitality Tax (1), Financial Reporting (3), Director (1). The 3 financial reporting employees and the director are involved in the audit.

Q18) Does the Finance/Accounting Dept. prepare schedules for each major audit area for the audit team?

A18) Yes

Q19) What is the experience level Controller and /or CFO?

A19) Finance Director is CPA with 24 years experience

Q20) What is the experience level of the IT director?

A20) IT Director has 20 plus years experience.

Q21) What has been the dates the audit team has been in the field for interim and year end?

A21) Single audit work is done in early June while Year End audits are done in early to mid September.

Q22) When typically is the fiscal year closed and schedules ready for audit team?

A22) Late August

Q23) What internal control process narratives, etc. would be available for the audit?

A23) Internal control narratives are available for each major function.

Q24) How well are capital assets including CIP maintained?

A24) They are maintained very well.

Q25) Is one person responsible for this area?

A25) Yes, one financial reporting employee in the Finance Department handles fixed assets.

Q26) Are there any known problems with reconciling with general ledger, etc.?

A26) No

Q27) Are there any known (significant) changes in Federal expenditures and new programs?

A27) No.

Q28) How much ARRA monies will be received in 2009-2010 and beyond?

A28) The County has received approximately \$4 million in 2009-2010. We do not know how much more will be received.

Q29) Who is responsible for overseeing all federal expenditures?

A29) One financial reporting employee in Finance.

Q30) Are these expenditures centrally "tracked" timely or combined at year end?

A30) These are centrally "tracked" timely.

Q31) Any predicted future changes in major fund groups for governmental funds?

A31) No

Q32) Are financial statements prepared with limited adjustments? How many adjustments were made in 2008-2009 audits?

A32) The statements are prepared with limited adjustments and none were made in the 2008-2009 audits.

Q33) What other procedures were performed by auditing firm?

A33) Accounting work when the county issued debt.

Q34) How much has been budgeted for 2009-2010 fiscal year?

A34) An amount has not been budgeted for this service.

Q35) How many employees are there currently and are there any expectation of possible reduction in employees?

A35) There are 2173 (including seasonal and part-time employees) and there are no expectations of reduction.

Q36) Is finance/accounting department centrally located?

A36) Yes.

Q37) Are there any known problems with OPEB actuary, data, etc.?

A37) There are no known problems.

Q38) Will there be any component units added or needed to be considered to be added as part of Greenville County?

A38) No.

Q39) Who will be auditing the component unit's – Greenville County Redevelopment Authority and the Greenville County Library? Are these included in the RFP? If another firm audits these, when will their report be available in the financial statement draft?

A39) These are not included in this RFP. The reports will be available late September or early October from Cherry, Bekeart and Holland for the Library and from Martin, Smith and Company for GRRA

Q40) Are there any known problems with enterprise funds?

A40) No.

Q41) Are there any expected issuance of new bond issues or other type of debt in the coming few years?

A41) The County may issue a road program bond every year or every two years.

Q42) With the current audit underway for the June 30, 2009, are there any expected or known control deficiencies, significant deficiencies or material weaknesses?

A42) No.

END OF QUESTIONS AND ANSWERS