

Town of Amherst
Auditing Services RFP
Addendum #1

1. Are the FY17 financials available for review? They aren't on the Town's website and I was wondering if they simply hadn't been posted or if they weren't yet available.
The FY 17 Financials have now been added to the website for review.
2. The RFP mentions that the Town is on Southern Software for financials and billing. Does that software also track capital assets or are those tracked separately? If they are tracked separately, is it through a spreadsheet or a separate software package.
We track capital assets separately by a spreadsheet.
3. The RFP mentions the town is not in accordance with the UFRM currently for financial operations. I'm assuming that means that you're not following their recommended chart of accounts?
That is correct at this time. We are in transition for the upcoming budget year to go to the UFRM.
4. When is the Town typically ready for audit fieldwork?
September after the end of the FY
5. How many audit adjustments were provided by the Town's current auditors for the FY16 audit? How many were provided for the FY17 audit?
In FY16 there seems to have been around 55 adjusting entries. In FY17 there was on around 30 adjusting entries. It is my desire to work closely with the auditors over a period of time to reduce this number even further and gain a better understanding myself.
6. Have there been any changes in operations, funding sources or new programs or projects since the FY16 audit that could potentially impact FY18 or going forward?
As you can see from review of the FY17 Audit, we did have a Main Street Waterline Project that was completed in July 2017. We have an upcoming Sliplinning project for Sewer that is a USDA Grant project.
7. Does the Town have any issues or concerns with their current audit firm? Are they eligible to submit a proposal?
They are eligible to submit a proposal.
8. What was the Town's audit fee for FY16? What was the Town's fee for FY17?
The audit fee in FY16 was \$9,000. In FY17 It was \$13,600 due to the Single Audit being performed.

Highlights of some discussion points during the Pre-Proposal Meeting

- The Town operates Water, Sewer, Town Maintenance, Police and General Government Departments only. The Town Manager handles all planning and zoning issues.
- The Finance Department of the Town only operates with two employees. The Town understands that this raises concerns for separation of duties.
- This year created many challenges and changes for the Town. Those include:
 - Implementation of a new online payment system.
 - Change in chart of accounts.
 - Change in banks for operating account.