

CITY OF MONTROSE



Addendum #2 RFP #21-010  
Annual Audit Services

- 1) How many, and what types of journal entries do you have as a result of the audit each year?  
From 2016-2018 the average number of audit adjustments were 35 and focused on different areas each year.
- 2) How many individuals are employed in the finance department?  
There are 8 employees in the Finance department.
- 3) Does the Town use any third party service companies? Examples include payroll preparation, billing and collection services, or insurance administration.  
The City has a self-insured medical and dental plan which is administered by UMR.
- 4) What types of supporting schedules do you provide to the auditors? For example, accounts receivable and payable schedules, depreciation schedules, debt schedules.  
City staff provides any report or schedule requested by the auditor to include depreciation schedules, debt schedule, etc.
- 5) Does the City prepare the pension schedules and adjustments, or does the auditor generally assist with these calculations?  
Most of our employees participate in a defined contribution plan with ICMA. In August 2018 the sworn police officer's moved to FPPA which is a defined benefit plan. Currently the auditor has prepared the pension schedule.
- 6) Has the City had any compliance violations or incidence or allegations of fraud in the last 2 years? No
- 7) Did you have a single audit in 2019? No
- 8) Besides the CARES Act funds, does the City have any new federal grants in 2020? No
- 9) What were the total federal awards for the year ended December 31, 2020? \$1,220,000
- 10) Since the 2018 financial statements, have there been any changes in funds (increases or decreases)?  
Yes, we created a public safety fund for the dedicated funding approved by voters in 2019
- 11) Since 2018, have there been any new debt issuances, or major additions or disposals of capital assets?  
The City issued COP's in 2020 to fund the new public safety facility. No major additions or disposals have been made since 2018.
- 12) Since 2018, has the Town added or disposed of any programs or services?  
No added or discontinued programs or services
- 13) When is the trial balance typically available for the auditors? Typically it is ready around the middle of March.

14) On pdf page 7 of the RFP, under part D, submittal instructions, it states that the first three items listed should be emailed after bid opening. Is the date of bid opening March 8<sup>th</sup>?  
Yes the bid opening is Monday, March 8th

15) Is there a specific date that this email should be sent?  
March 8<sup>th</sup> after 2:00 pm

### **Acknowledgement in Receipt of Addendum**

FIRM NAME: \_\_\_\_\_ Date: \_\_\_\_\_

BY:(*Printed*) \_\_\_\_\_

BY:(*Signature*) \_\_\_\_\_ TITLE: \_\_\_\_\_

Note: A signed acknowledgement in receipt of this addendum **MUST** be included with your proposal.