



Single Audit Provider RFB | Q&A

Group 1 Questions

Background and Prior Auditor

1. Question: Were there any significant issues or disagreements with the current audit firm (e.g., timing, communications, audit adjustments), and is the current firm being invited to submit a proposal?
 - a. Answer: No, and this is a public bid.
2. Question: Can you provide the audit fee for the prior year, or an expected budget range for the services requested in this RFP?
 - a. Answer: Yes, the current audit fee was \$22,000 per year, for a total of \$66,000 over the three-year bid term.
3. Question: Is the scope of work of this RFP consistent with prior years?
 - a. Answer: Yes
4. Question: Has the current auditor historically provided any additional services or billed for work outside the original audit contract?
 - a. Answer: No
5. Question: Are there any records maintained or prepared by the audit firm (i.e., fixed asset and depreciation listings, Schedule of Expenditures of Federal Awards, or other supporting schedules)?
 - a. Answer: None

Financial Reporting

6. Question: Were there any audit adjustments? If so, can you provide a copy of those adjustments?
 - a. Answer: No
7. Question: Have any known or suspected instances of fraud or significant control deficiencies been identified in the past 2-3 years? If so, please describe their nature and if resolved.
 - a. Answer: No
8. Question: Are there any contingencies or legal matters that could affect future financial statements?
 - a. Answer: No
9. Question: Was a Management Letter issued by the auditor? If yes, could you share a copy of the letter? Have the recommendations been implemented by management, or are any still in process?
 - a. Answer: No

Operations and Records

10. Question: Are there any accounting functions that are outsourced to third-party providers?
 - a. Answer: Payroll and tax services are outsourced to ADP.



11. Question: Have there been significant operational changes during the current year or expected for next year? Examples would include any software changes, changes in accounting personnel, or new or expanded federal or state programs.
 - a. Answer: None
12. Question: What accounting software does WFWDB use for general ledger, payroll, and/or billing, and are there any plans to change WFWDB's accounting software in the near future?
 - a. Answer: The WFWDB uses Peachtree by Sage for its accounting functions. There are no plans indicated at this time regarding a change in accounting software.
13. Question: Do the auditors typically obtain direct (view-only) access to the general ledger system?
 - a. Answer: Yes
14. Question: To what extent are key documents (e.g., invoices, contracts, grant agreements, bank statements, and employee timesheets) available in electronic form, or are they maintained as hard copies?
 - a. Answer: Invoices are available as hard copies only.

Fieldwork approach and Timing

15. Question: To what extent has the existing audit been performed onsite vs. remotely, and are there expectations or preferences regarding onsite versus remote fieldwork for this engagement?
 - a. Answer: 25% of the existing audit work has been performed onsite. There are no specific preferences regarding onsite versus remote fieldwork for this engagement.
16. Question: What is your preferred timing for fieldwork and the draft and final reports to be issued?
 - a. Answer: Fieldwork to take place September to November 2026, the draft to be issued by December 1, 2026, and the final report to be issued in February 2027.

Group 2 Questions

1. Question: What accounting software do you use?
 - a. Answer: The WFWDB uses Peachtree by Sage for its accounting functions.
2. Question: How many audit entries does the auditor make each year on average?
 - a. Answer: None
3. Question: Do you know how many hours the current audit firm spends on the audit each year?
 - a. Answer: No
4. Question: Is the current auditor invited to bid as well?
 - a. Answer: Yes
5. Question: Is there anything in particular you are looking for in an audit firm?
 - a. Answer: No

Group 3 Questions



1. Question: Why the RFP? Are you looking to make a change in auditors, or is this simply part of your process.
 - a. Answer: Required by our state funder.
2. Question: Was the prior auditor invited to bid again?
 - a. Answer: This is a public bid.
3. Question: Can we have a copy of the most recent financial statements?
 - a. Answer: The most recent audit report will be approved on March 23 and posted on our website.
4. Question: Were there any audit adjustments?
 - a. Answer: No
5. Question: Were there any internal control deficiencies, significant deficiencies, or material weaknesses identified in the last audit?
 - a. Answer: No
6. Question: Approximately when are the books and records closed and ready for audit?
 - a. Answer: The books and records are expected to be closed and ready for audit in August 2026.
7. Question: Is the audit typically performed on-site or remote?
 - a. Answer: Both, the audit is typically performed both on-site and remotely.
8. Question: Accounting department structure – How many personnel are involved in the accounting for the Organization, and what are their roles?
 - a. Answer: The accounting department consists of the CFO and the Controller/Accountant, who handle all fiscal duties.
9. Question: What accounting software is used? Do you use a separate software for development/donations?
 - b. Answer: WFWDB uses Peachtree by Sage for its accounting functions and does not use separate software for development or donations.
10. Question: Any leases? If you do have leases, do you currently use lease accounting software. If so, what software do you use?
 - a. Answer: Yes, Peachtree.
11. Question: Do you maintain fixed asset tracking and record all activity?
 - a. Answer: No
12. Question: How do you track and maintain net assets with donor restriction?
 - a. Answer: The organization tracks and maintains net assets with donor restrictions using an Excel spreadsheet.
13. Question: What is your typical timeline for the services? I know it says everything must be completed by January 29, 2027 but when does fieldwork typically occur?
 - a. Answer: Fieldwork typically occurs in August and September.
14. Question: Any major changes in 2026 compared to 2025?
 - a. Answer: No
15. Question: Any new debt? Leases? Etc?
 - a. Answer: No
16. Question: Any fee information you can share related to your prior auditor?
 - a. Answer: The prior auditor's fee was \$22,000 per year.
17. Question: Are there any sources of federal funds that are new to you this year?
 - a. Answer: No