



REQUEST FOR PROPOSAL # 835
for Professional Auditing Services
Q & A as of March 28,2023

The City of Monterey Park is providing these questions and answers for RFP #835.

Reminder: The deadline for questions is April 3, 2023, 5:00pm. Questions received after April 3rd will not receive a response. Questions can be emailed to: mespinosa-chavez@MontereyPark.ca.gov.

1. Provide previous fees broken down by task paid by the City for Auditing Services.
See attachment with fees list. Also, the previous auditor's contract can be found on City's Council Meeting agenda for July 20, 2022.
2. Provide desired time for fieldwork for interim and final audit, preferred by the City.
Timeline is included in the proposal.
3. Is the proposal meeting mandatory? **No**
4. Is there anything specific you are looking for in the successor auditors? **No**
5. How many staff did the audit team consist of for both interim and year-end, and how many weeks did the auditor spend in the field? **Two staff from the auditing firm; field work started in late October and they have not completed the ACFR.**
6. How many hours did the prior auditors spend on the interim audit and the year-end audit?
We will have the ask the auditors once its completed.
7. What were the prior year's total audit fees, and can you provide the breakdown by components? **Please see Council Meeting agenda of 7/20/22.**
8. Are there any significant changes in operations expected for FY 2022-23?
No significant changes expected.
9. Will there be any significant events in FY 2022-23? **No significant events expected.**
10. Have there been any changes in your accounting system since last year or any planned changes in the future? **The city transitioned to its new financial system, Tyler Munis, in September of 2020. No new changes are expected in the near future.**
11. What ERP system does the City use? **Tyler Munis**
12. Were there any new bond issues in the current year or any planned bond issuances in the coming years? **No**
13. How many audit-adjusting journal entries did you have in the prior fiscal year?
We are still waiting on the auditors.
14. Is there any litigation not included in the 2022 Financial Statements? **No.**

15. Did the City have any layoffs, retirements, or replacements of key employees in the finance department? **No.**
16. Do you currently have vacant or frozen positions within finance? **We currently have four vacant positions.**
17. Was the FY 2022 audit performed remotely? **Yes**
If so, is the City open to continuing remote audits in the future? **Yes**
18. Could you please share the reasons for the delay in completing the ACFR? **The delay on the ACFR is on the auditor's side. The City provided all requested items by end of November 2022. The auditor has been delayed due to illness and shortage of staff and more recently, they have been somewhat unresponsive.**
19. What is the prior year fees for City Audit. Kindly provide the breakdown for all the services.
Please check City Council Meeting Agenda's link to view prior auditor cost.
20. What is the reason for the change in auditors? **The original auditing firm was bought out by a larger firm; this has created longer wait times to receive draft/final ACFR.**
21. Have there been any disagreements with your prior auditor? If so, please explain. **No**
22. What has typically been the most challenging aspect(s) of the audit process?
Timeliness of completing ACFR by the auditing firm.
23. How long have the current auditors been performing the audit for the City? **6-years**
24. If a member of the team has past experience with another firm on financial statement audits, such as the scope of work, does this satisfy the firm experience requirement? **Yes**
25. What is the desired timeline for:
- a. Interim **July 2023**
 - b. Field Work **November 2023**
 - c. Draft Reports **December 2023**
 - d. Final Reports **January 2024**
26. How many auditors and how many weeks were the auditors on-site for both interim and year-end fieldwork? **1 to 2 auditors, no auditors on site, unaware how many weeks as they do not maintain constant contact.**
27. What were the prior year's annual audit fee(s)? Please provide a breakdown by the report.
Check the City's Council Agendas
28. Are there any new services requested in this RFP that was not included in the prior year's audit fee?
Yes – we need Measure W audit.
29. If required, who does the State Controller's Financial Transaction Report preparation and submission? If the auditors, how much were the last year's fees? **Yes**

30. How many major programs were tested each year for the Single Audit? If applicable, please provide the most recent copy of the report. **two**
31. How many journal entries were proposed by the auditors? **5**
32. Were there any findings? **3**
33. Were there any material adjustments made by the auditors in connection with the examination of the prior year's Financial Statements? **No**
34. Has the City entered into any Major Contracts, Studies, and/or Started any Projects in the Current Fiscal Year that would not be reflected in the Prior Year Financial Statements? **No**
35. Any New Debt Issuances in the Current Fiscal Year? **No**
36. Is the City involved in any litigation not included in the Prior Year Financial Statements? **No**
37. Are any other Major Changes in the Current Fiscal Year that would affect the operations of the City? **No**
38. How did you measure the quality of the audit performed?
The responsiveness of the auditor and timeliness of audit.
39. What audit areas, in your opinion, were cumbersome? **GASB 87**
40. What efficiencies would you like to see in the audit of the City's financials?
Timeliness of audit and final ACFR.
41. Will digital proposals be accepted in lieu of hard copies? **No.**
42. Are pension entries including OPEB handled by the auditors? **Yes**
43. Does City have long term debt? **Yes, including POBs and Sales Tax Revenue bond (street bond)**
44. Is GASBE 87 being adopted in 21/22? **Yes, Using Debt Books for it.**
45. Who prepares the budget schedule? **Auditors prepare schedule. A trial balance can be provided by the city for original. And, Final can be provided as well.**
46. Can previous Auditors provide grouping for 21/22? **City will check with current auditors.**