

City of San Rafael – RFP Audit Services (closes November 17, 2014 at 5 p.m.)
Answers to questions submitted after October 23 and through noon on
October 31, 2014

Questions are presented below in the order received. Duplicate questions are referred to the original answer. In cases in which the answer was provided in the RFP, the page containing the answer is provided. Responses to questions 1-27 were provided on October 23, 2014.

28. The CAFR is on your website. Can we get a copy of the 2013 reports for the Single Audit report, Child Development Report, and the Internal Control Memorandum?

Please see response to #13 on October 23.

29. When were the books ready for this year's (2014) audit?

Books were ready and trial balance was sent to the auditors on August 18, 2014.

30. How many adjusting entries do you expect the auditors to have for this year's audit (or how many were there last year)?

Please see response to #12 on October 23.

31. After the auditors started their field work this year, did the Finance Department give the auditors a few additional entries that were initiated by the client. If so, how many.

Please see response to #12 on October 23.

32. Do you expect new debt issues or refundings next year

No, not in FY14-15.

33. How many funds do you have in your accounting system. Are some of the funds in the accounting system combined together for the year end audited financial statements. If so, how many?

We maintain 64 funds in the system. Some of the funds are rolled up in the year-end: Our financial statements report on 32 governmental funds, 7 internal service funds, 1 agency fund, 1 trust and 1 enterprise fund – for a total of 42.

34. Are all of component unit records included in the client's general ledger system, or are some of them maintained in a different form.

One of the component units, San Rafael Sanitation District (SRSD), has a separate accounting system and provides audited financial statements from which information is obtained for inclusion in the City's financial statements. (Note – the production and auditing of the SRSD is not in the scope of this RFP.)

35. Do you have a cost allocation plan?

No.

36. How many degreed accountants in Finance?

One with a four-year degree and one with a two-year degree.

37. Does Finance reflect the bond trustee cash account activity into the general ledger?

Yes.

38. Do you prepare all state controller's reports?

All but the Annual Street Report, for which we engage the State Controller's Office to complete for us.

39. Do you have any planned computer conversions on the horizon?

Yes, but the timeframe is uncertain. Current estimate is 3-5 years.

40. What was the breakdown of the audit fee for the 2014 audit?

Please see response to #8 on October 23.

41. Was the scope of the audit the same for last year's audit and this year's audit?

Please see answer to #4 on October 23.

42. Has your auditor in the past typically met with the finance committee or City Council to go over the results of the audit?

Typically, the auditor attends the City Council meeting at which the annual reports are presented, in order to make a brief presentation and answer any questions.

43. Do you have any derivative instruments subject to GASB 53?

No.

44. Do you have any enhanced or supplemental retirement benefits (other than CALPERS and deferred compensation plans)?

We have a 401(a) plan, in addition to Marin County Employees Retirement Association (37 Act Pension Plan) and a 457 deferred compensation plan.