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To: RFP Recipients
Re: RFP #18-07-003 – Audit Services
Subject: Pre-Proposal Questions and Answers
Date: July 13, 2018

Below are previously asked Questions and Answers from the Northeast Florida Community Action Agency's (NFCAA) regarding the Agency's RFP for Audit Services.

Q 1 The RFP mentions a Retirement Trust. Will that be a part of the Audit?

A 1 Yes, the Trust will be a part of the Audit. We have had the Trust since 1988.

Q 2 Is the Retirement Trust Audit a Limited Scope Audit?

A 2 Yes

Q 3 Do you (NFCAA) prepare your Schedule of Federal Awards?

A 3 In the past we have not, but we can.

Q 4 The due date for the Audit is December 31. When are you (NFCAA) ready for the Auditors?

A 4 NFCAA tries to have the books closed by November 1, but no later than Thanksgiving. Auditor(s) can come in earlier to commence the planning stage and review sample documentation in order to meet the deadline.

Q5 Generally, in previous audits, how much time has the auditor spent in the field?

A 5 Two to three weeks.

Q 6 Is it usually one Auditor?

A 6 Yes, usually one person. Sometimes two individuals depending on when the engagement actually commences.

Q 7 How many Audits Adjustments typically?

A 7 Typically there are no audit adjustments.



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Q8 Were there any findings in last three years?

A8 There were no Audit Findings in last three years and beyond. NFCAA is considered a Low Risk Auditee.

Q9 Does NFCAA maintain their Fixed Assets?

A9 Yes

Q 10 Does NFCAA utilize GMS for its Fixed Assets?

A 10 No

Q 11 Does NFCAA utilize GMS for its Leave Pools?

A 11 Yes

Q 12 Is NFCAA subject to State Single Audits?

A 12 Yes, if State Funds are received and the contract dictate such.

Q 13 Are NFCAA's Financial Statements prepared by the Accounting Firm?

A 13 Yes.

Q 14 Does the Auditor work out of the satellite office?

A 14 The auditor will mainly work out of NFCAA's Central Office, located at 4070 Boulevard Center Drive, Suite 200, Jacksonville, Florida 32207.

Q 15 Does NFCAA maintain a Petty Cash fund for the satellite offices?

A 15 No, the satellite offices do not have a petty cash fund. The managers at the satellite offices have an American Express card to handle small purchases or emergencies.

Q 16 What is the size of the Accounting Department?

A 16 4 staff. The Finance Director, 2 Accountants, 1 Accounting Clerk,

Q 17 Does NFCAA have periodic monitoring from Federal Sources.

A 17 Yes. We receive funds from the Department of Economic Opportunity (DEO) who monitors on a three year rotating basis and from the City of Jacksonville who monitors annually. Other monitoring may be conducted, based on other funding opportunities received from time to time.



RFP Recipients
RFP #18-07-003 – Audit Services
July 13, 2018
Page 3

Q 18 Any significant issues noted from the monitoring ?

A 18 No

Q 19 Can NFCAA provide us a copy of the prior year's Audit?

A 19 Yes. The audit report will be posted on the Agency's website.

Q 20 Is the Audit Presentation to the Finance Committee and the Board of Directors conducted on the same day?

A 20 No. The draft Audit is presented to the Finance Audit Committee on the last Wednesday of January at 9:00 am and can be conducted via teleconference. The Audit is presented to the Board of Directors at the Agency's annual meeting which is held the last Thursday, during the month of January at 4:00 pm.

Q 21 Are additional points allocated for Minority or Small Business?

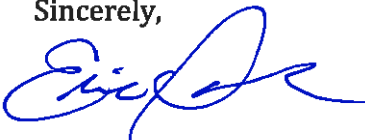
A 21 Yes. Please see page 10 of the RFP. Item 2b.

Q 22 Is this RFP due to a mandatory rotation?

A 22. CSBG Organizational Standards and NFCAA's Financial Policies and Procedures require that a RFP is issued every 5 years. However, a change is not mandated. The Finance Audit Committee of the Board of Directors will determine the need for a change based on the responses received from the RFP.

If you have any concerns regarding this document or the RFP, please feel free to contact me at edale@nfcaa.org.

Sincerely,



Eric Dale
Finance Director

cc: Berneitha K. McNair
Denise T Mandeville



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