

RFI for RFP for Audit Services

- A copy of the most recent Annual Financial Report.
 - This can be found on our website under Departments/Business Office/Financial Statements & Budgets
- A copy of the most recent Single Audit Report, if applicable.
 - Not necessary at this time
- Information regarding the prior year's auditor fees and/or the number of hours incurred to complete the audit.

2026 – Billing is not complete

2025 – \$34,367 – hours unknown

- Whether the Town expects to receive and expend any federal grants of more than \$1,000,000 during Fiscal Year in question.

Unknown

- If there were any disagreements with the prior auditor related to accounting principles, proposed adjustments, audit scope, audit procedures, or other significant matters.

None reported

- Any material audit adjustments identified during the prior year's audit.

None reported

- Any anticipated changes in operations, major capital projects, or accounting systems in the upcoming fiscal year.

No changes to operations or accounting systems. Capital projects are likely to occur. We are currently working on one at this time.

- When will the books be ready for audit?

This varies. Some items are available in February but the majority would be available throughout March as things are being closed.

- Are financial records available electronically?

Many items are currently uploaded to a portal

- Is remote auditing acceptable?

Prep work and a majority of document gathering can be processed remotely but in-house work is preferred

- Who prepares the financial statements?

The auditor – this is included in our RFP

- Were there any significant transactions during the year (e.g., bond issuances, leases)?

Not yet but could happen in the 3 years of the RFP

- Have there been any significant changes to operations or funding sources?

None in operations. Funding sources could change in the 3 years of the RFP but unknown at this time.

- Were there any significant construction or capital projects?

We have a capital project under way currently and expect others over the three years of the RFP.

- Have there been any audits or inspections by regulatory agencies?

Yes but not in the last year.

- Is the incumbent auditor invited to submit a proposal?

Yes.

- What were the audit fees for the most recent year?

See previous question.

- Are there specific qualifications or attributes you are seeking in a successor auditor?

A solid working relationship throughout the year for guidance as necessary and good communication on ways to correctly process entries.

- How many audit hours were proposed under the current audit contract?

Unknown.