



PORT SAN LUIS HARBOR DISTRICT
REQUEST FOR PROPOSALS
FOR
Independent Auditing Services

Addendum

Posted February 7, 2017

The following questions have been received.

1. Are your prior year auditors included or excluded from the current RFP process?
Our prior auditors are included in the current RFP process.
2. What do you like about the service provided by your current auditing firm? What don't you like?
Our current auditing firm has been very easy to work with. The staff members are very professional and we seem to have an open line of communication. The reports are provided on time and any questions we have are answered quickly. The District does not have any complaints about our current firm.
3. Please provide a list of firms that have been sent an RFP.

<i>Butcher & Chambers CPA's</i>	<i>Kasarjian & Company</i>
<i>Burkart & Associates</i>	<i>Kaymark Brown, LLP</i>
<i>Cameron & Moresco CPA's, LLP</i>	<i>Longcrier & Associates CPAs</i>
<i>Caliber Audit & Attest LLP</i>	<i>Michael J Gould Accountancy Corporation</i>
<i>Cindrich & Company</i>	<i>Modica Financial & Tax</i>
<i>Crosby Co.</i>	<i>North County Tax and Accounting</i>
<i>Ekmanian Tax & Accounting</i>	<i>Preheim & Co CPA's</i>
<i>Ericson CPA's</i>	<i>Radakovich Shaw & Blythe LLP</i>
<i>Fedak & Brown LLP</i>	<i>Rohr and Associates CPAs</i>
<i>Five Cities CPAs</i>	<i>Russell Mainini & Franklin LLP</i>
<i>George Duck Associates</i>	<i>Schimandle & Cantrell CPA's Inc</i>
<i>Glenn Burdette Phillips & Bryson CPAs</i>	<i>Seid & Zucker CPAs</i>
<i>Gray & Harasym, LLP</i>	<i>Moss, Levy & Hartzheim</i>
<i>HAYNER, HAYNER, MILLER & CRIST LLP</i>	<i>Shinault Baker & Company</i>
<i>Stephen C Hovey Accountancy Corp</i>	<i>Robert T. Dennis CPA</i>
<i>James L. Hayes CPA & Associates</i>	<i>The Pun Group, LLP</i>

4. Were there any major changes in the engagement requested in the RFP compared to last year's engagement?
The only change requested in the RFP is a request that the proposing firms provide a "Statement as to whether the proposed fee includes the work necessary to comply with the requirements of GASB 68 - Accounting and Financial Reporting for Pensions. If the proposed fee does not include the work necessary to comply with these requirements, include the firm's proposal to do so."
5. How many hours did your previous auditors encounter for your last audit?
Per our current auditor: "During the 2016 fiscal year we spent 178 hours on the engagement, in 2015 we spent just under 200 (with GASB 68 being implemented it took longer)."
6. What were your prior year's contract fees for each of the past three years?
*Fiscal Year Ended 6/30/14: \$9,785
Fiscal Year Ended 6/30/15: \$10,125
Fiscal Year Ended 6/30/16: \$10,480*
7. When is interim and final field work scheduled to begin?
Interim fieldwork typically occurs in April or May. Year-end fieldwork is usually somewhere between mid-August through early-September.
8. Does the District prepare its own Financial Report or is the auditor responsible for preparation and assembly?
Pursuant to the RFP, report preparation, editing and printing shall be the responsibility of the auditor. The 2015-16 fiscal year was the first year that the District prepared a CAFR. District staff worked closely with the current auditor and provided assistance in the preparation of this report.
9. Is the auditor responsible for the full CAFR compilation, or just the financial statements and footnotes?
The auditor is responsible for the financial statement and footnotes.
10. How many auditors and how many days/weeks were the prior auditors on site, for interim (if applicable) and year-end field work? When does the District prefer onsite interim (if applicable) and year-end work be performed?
Our current firm is typically out here between 2-3 days for both interim and year-end fieldwork. 2-3 staff members were present each day. Interim fieldwork typically occurs in April or May. Year-end fieldwork is usually somewhere between mid-August through early-September.
11. What were the prior year fees for the audit services provided?
See question 6 above.
12. Was there any issues or conflicts with your prior auditor, or any particular reason you are looking to switch auditors?
There were no issues or conflicts with our prior auditor. We had a three year contract with a two year extension that recently expired. Per GFOA Best Practices, "Governmental entities should undertake a full-scale competitive process for the selection of independent

auditors at the end of the term of each audit contract, consistent with applicable legal requirements.”

13. Are there any special qualities you are looking for in the firm you select?

The single most important factor in the firm we select will be the ability to perform a quality audit. Some aspects include: expertise of the firm and staff, experience with similar projects, approach to ensuring excellent quality control, and the ability to provide timely, qualified, and adequate staffing and services to support the Audit process throughout the term of the Contract.

14. How many journal entries were proposed by the prior auditor and how many findings did they issue?

The prior auditor assisted with the journal entry related to our GASB 68 report. There were no findings.

15. Has there been any major changes in personnel in the finance department of the District in recent years? Or any expected in the near future?

The District's Finance Department includes a Business Manager, Accountant, and Accounting Technician and is overseen by the District's Treasurer. A new Business Manager began her employment with the District in June 2016. The Accountant has been employed with the District for nearly 6 years and the Accounting Technician for over 18 years. There are no major changes in Finance Department personnel expected in the near future.