

## RFQ 2021-01 Auditing Services Questions & Answers

- Q: Please confirm that you will engage the pension plan actuary to prepare all OPEB yearend valuations and provide this report to the auditor, that they are independent, professionally qualified and that management will review all assumptions used to determine they are reasonable and accept responsibility?
- A: The Agency will retain a qualified Actuary firm to prepare the GASB 75 Actuarial Valuation for the year ending December 31, 2021.
- Q: Do you have sufficient staff to assist with the audit preparation and will they be able to provide documentation timely to meet the audit report completion deadline?
- A: Yes, the Agency has sufficient staff and will provide supporting schedules and documentation to the auditors in a timely manner.
- Q: Is your staff able to draft the financials, footnotes and MDA or will you require assistance?
- A: The Agency's staff can provide draft financials and update the footnotes and Management Discussion's and Analysis, ("MDA"). The Agency would like to use the current Audit Report format.
- Q: Please tell us how has COVID affected the operations in 2021?
- A: The NCIDA's staff was able to work remotely in full capacity, COVID had minimal effect on our operations or revenues. The NCLEAC supported small businesses through a Personal Protective Equipment (PPE) program and contributed funds to a loan program in 2020.
- Q: Can you please confirm the years to be audited under this contract? Pages 1 and 2 of the RFP state it is for the years 12/31/20 and 12/31/21 (and 2022 & 2023) and page 7 states it is for the years 2021, 2022 and 2023. I was able to locate the 12/31/2020 audit reports so I just wanted to confirm that these audits do not need to be redone for some reason?
- A: The audit year is December 31, 2021. The Agency is looking for three-year pricing. For years ending 12/31/21, 12/31/22 and 12/31/23.
- Q: How many auditors are typically in the field each year and for approximately how many days?
- A: Last year there were no auditors in the office, everything was done by a secure file share. There were two auditors and one supervisor for the field work. We do not have visibility into the manhours.



Q: Who is responsible for preparing the financial statements and notes?

A: The Agency's staff is able to provide draft financials and update the footnotes and Management's Discussion and Analysis, ("MDA"). The Agency would like to use the current Audit Report format.

Q: What were the fees for the prior year's services for the IDA and the LEAC?

A: The audit fees for 2020 for the NCIDA were \$20K and for the NCLEAC \$25K (\$15k for standard audit services plus \$10K for a single audit).

Q: Do you anticipate the IDA or LEAC needing a federal single audit for the year ending 12/31/2021?

A: At this time, Management is unsure if there will be a need for a single audit for the year ending 12/31/2021.