

# AUDITING SERVICES

RFP#2022-07

## Questions & Answers

Issued on 9/20/22

**Q#1: What accounting software do you use?**

**A#1: Microsoft Dynamics, at present; however, it is our intention to source and implement an ERP suite next fiscal year.**

**Q#2: Do you outsource payroll and if so to what provider?**

**A#2: Yes; ADP.**

**Q#3: Could you please provide the most recent audited retirement plan financial statements?**

**A#3: UPO's Senior Leadership declines to offer and/or share any information about the Agency's retirement plan during the RFP process.**

**Q#4: When did the fieldwork for the retirement plan audit take place? Was it onsite or remote?**

**A#4: The associated fieldwork began in Feb2022; related work was conducted remotely.**

**Q#5: For fieldwork beginning in January 2023, are you expecting the auditors onsite the entire time or is there an option for a hybrid engagement (part remote and part onsite)?**

**A#5: We will consider all tenable options.**

**Q#6: How long were your prior auditors onsite? How many auditors were there?**

**A#6: No one was on site. It was conducted remotely.**

**Q#7: Have the findings from the 9/30/21 audit been corrected?**

**A#7: Almost all have been. We will complete the correction process during the coming fiscal year.**

**Q#8: Could you please provide the agency wide trial balance for 9/30/21?**

**A#8: UPO's Senior Leadership declines to offer and/or share any direct G/L information from the Agency's records during the RFP process.**

**Q#9: Could you please provide a copy of the audit adjustments from the 9/30/21 audit?**

**A#9: UPO's Senior Leadership declines to offer and/or share any direct G/L information from the Agency's records during the RFP process.**

**Q#10: Could you please provide the agency wide budget for 9/30/22?**

**A#10: A copy of UPO Budget FY22 is posted under the RFP.**

**Q#11: Have there been any significant increases/decreases in funding in FY 22?**

**A#11: Yes. Approx. \$15M in CARES Act-related funding.**

**Q#12: Are there any new programs in FY 22 that we would be required to audit as a major program?**

**A#12: No.**

**Q#13: Did the prior auditor issue a separate management letter with recommendations on improvements to processes, etc.? If so, can we please have a copy?**

**A#13: Yes. The prior auditors did issue a separate management letter. UPO Senior Leadership declines to offer and/or share the details of that document during the RFP process.**

**Q#14: Do you prepare the financial statements, including exhibits, footnotes and SEFA or have the auditors prepared in prior years?**

**A#14: UPO's Team prepares the financial statements and relevant exhibits, footnotes, and SEFA. However, we welcome the inclusion of such services in submitted proposals.**

**Issued on 9/23/22**

**Q#15: Do you currently have inventory and if so, do you anticipate the inventory being at the September 30, 2021, or 2020 level?**

**A#15: No.**

**Q#16: Will UPO Inspire be consolidated within UPO for the ended September 30, 2022?**

**A#16: INSPIRE is an affiliated organization. It is not UPO.**

**Q#17: Has there been any instances of fraud during either year ending September 30, 2022 or 2021?**

**A#17: No.**