

**City of Williamsburg, Virginia**  
**Questions related to Request for Financial and Compliance Audit Services**

1. Why is the City currently going out for proposals? **Audit contract expired**
2. How long have you had your current audit services provider? **9 years**
3. Is your current audit service provider eligible to / been asked to respond to this RFP? **Yes**
4. What do you see as the City's greatest challenge in the next year? **Change – City Manager is retiring 6/30/15.**
5. What do you see as the City's greatest challenge in the next 5 years? **Major challenges are succession planning, State budget cuts, and shrinking tourism base.**
6. What do you like best about your current audit service provider? **Their high concentration of local government clients.**
7. What, in your opinion, is the most important service that your audit provider can / should provide outside of their audit opinions and related required correspondence? **Expertise and guidance with implementation of GASB statements.**
8. Is the City completely satisfied with its current auditors and level of service? **Yes** Are there any areas in which you would like to see changes/improvement or additional service offerings? **No**
9. How many days (interim and final) were auditors on site for field work during the FY 2014 audits and what level of audit personnel was on sight for those time frames? **3 days interim/4 days final for City and one of those days includes Library and EDA. 2-3 days final for WRHA. 4-5 Auditors each visit.**
10. Please tell us how many audit adjustments were required for FY 2014 audits (City, Library, EDA and WRHA) with a brief description of the nature of such adjustments. **5 for City, 6 for Library, 0 for EDA and 4 for WRHA all were adjustments/reclassifications/corrections.**
11. Were any bookkeeping or additional services provided in conjunction with the audit? **No** If so, please provide a brief description of these services. Also, was the City charged additional fees for these services and, if so, what fees were charged? **N/A**
12. Do you have your audit service provider provide attest services recently (last FY / 2014 first year) required by the Auditor of Public Accounts (APA) related to participation in the plans of the Virginia Retirement System (VRS) – related to GASB 67 implementation? **Yes, with no additional charge** If so, how much was the City charged for this additional engagement and were any of the other related entities (Library, EDA or WRHA) required to have this engagement performed? **No** If so, how much were they charged for these engagements? **N/A**
13. What portion, if any, of the any of the entity's financial statements prepared by entity finance personnel and how is this coordinated with the external auditors' preparation of the remainder of the financial statements? **None of the 4 entities prepare their own CAFR's.**
14. We noted from the RFP that WRHA's financials are on a September 30 fiscal year instead of June 30 fiscal year, like the City. What additional WRHA financial information is typically provided to the auditors on the June 30 fiscal year to be used in conjunction with the City's audit (since it's a component unit of the City)? **The latest Annual Report for WRHA is used. For example FY2014 City CAFR had the WRHA financial info from their FY2013 (9/30/13) report. WRHA FY 2014 is not finalized to date.**
15. Please provide a copy of the following documents related to the FYE 6/3/14 and 9/30/14 audit(s):
  - a. Management letter (SAS 114 letter)- City Audit **did not receive one.**
  - b. Library audited financial statements - <http://www.wrl.org/about-us/wrl-board-trustees/financial-reports>
  - c. Management letter (SAS 114 letter) – Library **did not receive one.**

- d. EDA audited financial statements - will put on City's website - Purchasing/current proposals/bids (<http://www.williamsburgva.gov/Index.aspx?page=246>)
  - e. Management Letter (SAS 114 letter) – EDA did not receive one.
  - f. WRHA audited financial statements –will be for 9/30/13 and will put on City's website - Purchasing/current proposals/bids (<http://www.williamsburgva.gov/Index.aspx?page=246>)
  - g. Management Letter (SAS 114 letter) – WRHA - will put on City's website - Purchasing/current proposals/bids (<http://www.williamsburgva.gov/Index.aspx?page=246>)
16. Please provide information about the City's, Library, EDA and WRHA finance staff, including the size of the department, levels of staff, and qualifications / experience of staff.
- City – Finance Director CPFO 33 years with City, Deputy Director of Finance, CPFO 16 years with City and 8 other Finance staff members
- Library – Finance Director 15 years and one financial support person.
- EDA is fiscal agent to City and therefore uses the City's finance staff
- WRHA – uses City's finance staff as well as a fee accountant.
17. Does the City use any outside accounting services to assist in preparation for the audit? If so, what services specifically are provided by this external firm? No
18. What was the City's, Library's, EDA's and WRHA's prior year fee for audit services?  
City – \$51,800, Library – \$11,150, EDA – \$1,800 and WRHA - \$9,550  
Also, were any additional services requested from your audit service provider and if so, what was the nature of those services and related fees charged? Only one time and it was for an internal control review for the EDA.
19. Does the City anticipate any significant operational or financing changes in the near term (current and next 2 fiscal years– FY-2015 and FY2017)? No If so, please describe such changes.
20. Do you anticipate the City's federal funding to be at a similar level during FY 2015 as experienced during FY 2014? Yes If not, what changes do you anticipate?
21. Has the City experienced any changes in key personnel during the current fiscal year? If so, please describe such changes. Our Finance staff payroll specialist will be retiring 6/30/15 and the City Manager.
22. When is audit field work, interim and final, typically performed for each entity included in the RFP (City, Library, EDA & WRHA)?  
City, Library and EDA – interim is completed in June and final is completed either last week in September or first few weeks in October.
- WRHA – only final end of January
23. Has the City issued any other written responses to questions on the RFP? No. All inquiries, and questions received will be posted on the City's website Purchasing/current proposals/bids (<http://www.williamsburgva.gov/Index.aspx?page=246>).