

**Children's Board of Hillsborough County
PUR 02 2025
Request for Proposals (RFP)
Professional Auditing Services**

Answers to Questions – May 13, 2025; updated May 16, 2025

Question 1. Why is CBHC going out for bid?

Answer 1: *Our procurement procedures state that all procurements must be renewed every five years.*

Question 2. Has your prior audit firm been invited to respond to this RFP? If not, why not?

Answer 2. *Yes, our prior audit firm has been invited to respond to this RFP.*

Question 3. Do you anticipate that your current audit firm will propose? If not, why not?

Answer 3. *Yes, we anticipate that our current (prior) audit firm will propose.*

Question 4. How is current fieldwork for all segments performed between in-person, hybrid or remote? What, if any, concerns does CBHC have with a remote approach?

Answer 4. *We keep certain types of documentation in hard-copy only format. Being on-site would be necessary to review this documentation. All other types of documentation can be shared electronically. Otherwise, we have no concerns with a remote approach.*

Question 5. Please provide audit fees paid by CBHC for FY24 and FY23 audit cycles.

Answer 5. *FY24: \$31,075; FY23: \$30,575*

Question 6. Were there any instances of known or suspected fraud within CBHC over the last year?

Answer 6. *No.*

Question 7. For FY24, what were the total audit hours to complete the audit and single audit for CBHC – and how many auditors were involved in each?

Answer 7. *We are unsure of what the actual total audit hours were to complete the FY24 audit. We are not required to have a single audit. The engagement team for the FY24 audit consisted of one Partner and two staff accountants.*

Question 8. Has the current auditor charged CBHC fees outside the scope of the audit in the past several years? If so, what is the nature of this and the amount of fees?

Answer 8. *No.*

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Question 9. What is the typical timing of preliminary and final fieldwork for CBHC?

Answer 9. *Preliminary fieldwork typically occurs in mid-October and final fieldwork typically begins at the beginning of January.*

Question 10. Do you anticipate any debt issuances in FY25? If so, how much and what for?

Answer 10. *No.*

Question 11. Does CBHC use a portal to share work papers with its audit firm? If not, are you open to using such a tool?

Answer 11. *We have used the portal used by our audit firm to share work papers. We are open to using these tools.*

Question 12. Have you encountered any difficulties with your audits in prior years? If so, please describe.

Answer 12. *No.*

Question 13. Does CBHC have internal control documentation of key accounting cycles (disbursements, payroll, taxes, etc.)? If so, in what format (narratives, flowcharts, other)?

Answer 13. *Yes, we have internal accounting policies and procedures. These are primarily documented in narrative format.*

Question 14. How does CBHC maintain their capital assets data?

Answer 14. *We maintain our capital assets data using the fixed assets module in MIP Fund Accounting software.*

Question 15. Are there any major anticipated changes in CBHC's operations or organization that will significantly impact the audit?

Answer 15. *No.*

Question 16. Have there been any changes in management or accounting staff since last year? Do you anticipate any changes in the near future?

Answer 16. *In the past year, there has been turnover in the Director of Finance and Accounting Manager positions. We do not anticipate any changes in the near future.*

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Question 17. Who prepares and maintains the financial information for GASB 87 and GASB 96 (if applicable)? Is software used? If so, what product? If not, what method is used?

Answer 17. *Our auditors have typically prepared and maintained the financial information for GASB 87. GASB 96 has not been applicable to us in the past.*

Question 18. If your audit was completed remotely last year, what went well? What improvements would you like to see made to the process?

Answer 18. *Our audit was not completed remotely last year.*

Question 19. If your audit was completed onsite last year, what went well? What improvements would you like to see in the process?

Answer 19. *Our audit was completed in a hybrid format last year. The onsite component made communication much easier.*

Question 20. Were there any proposed audit journal entries for CBHC financial statements for FY23 and FY24? If so, how many for each year? Please provide copies or a summary of what they were related to?

Answer 20. *There were no proposed audit journal entries for our financial statements for FY23 or FY24.*

Question 21. Do you anticipate any large capital asset projects in FY25? If so, how much and what for?

Answer 21. *In FY25, we anticipate completing a buildout of a purchased building. The guaranteed maximum price for the buildout is approximately \$2.9 million.*

Question 22. Who prepares CBHC financial statement schedules and footnotes?

Answer 22. *The Director of Finance prepares CBHC financial statement schedules and footnotes, with assistance from the auditors.*

Question 23. Do you expect to need a federal compliance audit (i.e. single audit, uniform guidance audit) for FY25?

Answer 23. *No.*

Question 24. If so, who prepares the schedule of federal awards? If CBHC, when is it available for auditing?

Answer 24. *Not applicable.*

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Question 25. What were the prior fees paid for these services under the most recent contract? Were there any additional fees paid above the contracted rate?

Answer 25. *FY24: \$31,075; FY23: \$30,575; FY22: \$30,575; FY21: \$30,075; FY20: \$30,075; there were no additional fees paid above these contracted rates.*

Question 26. Were there any delays in meeting the requested timeline by CBHC staff? Do you anticipate any delays in the requested timeline listed in the RFP?

Answer 26. *There have typically been no delays in meeting the requested timeline by CBHC staff, and we do not anticipate any delays in the requested timeline listed in the RFP.*

Question 27. Do you anticipate any changes in funding or grants which would change the scope of the audit or required you to have a need for a single audit?

Answer 27. *The vast majority of our funding comes from property tax revenues. As such, we have been closely following the legislation being introduced at the state level regarding potential cuts to property taxes. However at this time, we do not anticipate any changes in funding which would change the scope of the audit or require us to have a need for a single audit.*

Question 28. Is the work expected to be onsite, hybrid or remote?

Answer 28. *See answer to question 4.*

Question 29. What were the audit fees in 2023 and 2024?

Answer 29. *See answer to question 5.*

Question 30. Is the incumbent allowed to bid?

Answer 30. *See answer to question 2.*