



RFP: PROFESSIONAL AND CONTRACTED SERVICES

FAQ – Financial Auditing Services

General Information:

Q. Overview of Mission?

A. An overview of Heritage Community Initiatives can be found on our website as well as within the Master RFP document.

Q. What are future plans/goals?

A. We look forward to discussing our long-term strategic business approach with the selected Auditing Firm.

Q. What challenges does organization face?

A. While Heritage Community Initiatives continues to deal with the challenges posed by the current pandemic there are no other issues to convey at this time that affects the health of the organization's Financials.

Accounting Process:

Q. How many people/positions involved in accounting process?

A. There are three positions currently in the Finance Department: a Director of Finance, a Staff Accountant PT and a Manager of Business for Education

Q. What general ledger system is used?

A. QuickBooks Desktop Version

Q. Discuss billing process.

A. Heritage will provide billing policies, processes, procedures and internal controls to the selected Auditing Firm.

Q. What system is used to track fixed assets?

A. Fixed Assets are tracked in Excel

Q. What system is used to track contributions/donations?

A. Salsa Donor Software

Q. How are temporarily and permanently restricted funds tracked?

A. Tracked in QuickBooks and Excel

Q. Is payroll in-house or outsourced?

A. Utilize Paycor for Payroll and HR

Q. Are there any routine closing entries you would expect our assistance with?

A. Closing Entries are done by HCI Finance

Audit Process:

Q. How many audit journal entries were prepared by the auditors?

A. There were no audit adjustments made by Auditors

Q. Have there been any unadjusted audit differences in prior years?

A. There were four immaterial unadjusted entries carried from prior Audit

Q. Is your current auditor being invited to bid?

A. Yes, current Auditing Firm is invited to bid

Q. Can you disclose the previous year's audit fee?

A. Audit Fee listed on our 990 form

FAQ – Financial Auditing Services

- Q. How long (and how many) were the auditors in your offices last year (as best you can remember)?**
- A. There were two Auditors that were working remotely with 2 weeks for field work
- Q. What is your required and preferred timing for the audit?**
- A. Two weeks field work in September with Audit complete by Mid October, if not sooner
- Q. Is the scope of services requested in this RFP consistent with the services now being provided by your current audit firm?**
- A. Yes, Scope of Work is consistent with current services
- Q. Were there any problems or disagreements with the prior auditors?**
- A. There were not problems or disagreements with prior Auditors
- Q. Who drafts the financial statements and notes?**
- A. Financial Statements were drafted by the Auditors but Functional Expenses Statement was drafted by HCI Finance. Notes were updated by HCI Management and Auditors
- Q. Have there been any significant operational changes since the prior year's audit?**
- A. There were no significant changes to operations but protocols have been adjusted to address COVID protocols
- Q. Has there been any material fraud noted over the past 5 years?**
- A. None
- Q. Are there any contingencies or legal issues that could have an impact on future financials?**
- A. None at present
- Q. Has the most recent audit been performed remotely and would your preference be for the 2021 audit (on site or virtual)?**
- A. FY20 Audit was done remotely. Depending on COVID protocols, the forthcoming audit can be conducted either remotely or a hybrid approach. Financial records and bank statements are scanned and can be provided electronically.
- Q. Have there been any recent issues with either the IRS or PA BCO?**
- A. None
- Q. Would an electronic copy of the proposal be accepted in lieu of hard copies?**
- A. No, we are not accepting electronic copies. Please refer to the Master RFP for proposal submission process.