

SAWA responses to Accounting RFP questions are in red text

1. How much time is likely to be spent by the outside accounting firm staff in regard to actual accounting entry activities such as recording transactions in QuickBooks, bank deposits and journal entry preparation? Would you expect outside accounting firm staff to be on site for a specified period of time (e.g. 1 day per week)?

3 to 5 days a month plus additional time preparing for the audit and during the audit fieldwork

2. Based on our understanding of the description in Area 2 of the RFP, the ongoing accounting entry items such as processing payroll, creating checks, entering payments and checks, preparing monthly bank and other reconciliations would be done by the Association's personnel and outside accounting firm would only perform reviews of the input and reconciliations. Any corrections or adjusting journal entries would then be done by Association personnel. However, you included back-up in the description. What is the anticipation of the back-up to be performed? Will this be for items that the Association's personnel does not have time to complete, or will this be to cover anticipated vacations for the Association's assigned bookkeeping personnel. More clarification on this item will make a significant difference in the proposed fee.

Bank reconciliations are to be prepared by the contract accountant. Correcting and adjusting journal entries are prepared by the contractor accountant including gathering evidence to support the need for the adjusting journal entry. The contract accountant serves as back up for the Association's personnel for vacations, extended sick leave, etc. The contract accountant needs to be able to step in and complete day to day tasks that are necessary to keep the Association functioning. The Association's staff works to complete their assigned task each.

3. How many 1099s and W-2s did the Association issue last year?

1099s = 17 & W-2s = 47

4. In Area 2, invoicing to partner federal agencies is listed as an activity to be reviewed by the outside accounting firm. Please provide additional information on what the review process entails. For example, will the review simply mean agreeing the invoices to spread sheets provided by Association personnel, or will it entail evaluating contractual agreements to determine the calculated amounts?

This task will be to insure that all costs are recovered from the federal partners. Evaluating the contracts may be necessary to insure all costs are recovered. Reviewing the application for payment in detail will be necessary to insure all costs are recovered.

5. Will the restricted cash schedule be updated by Association personnel and reviewed on an ongoing basis by the outside accounting firm staff, or will the revenues and expenses associated with each project be entered by the outside accounting firm staff?

The task will need to be performed by the contract accountant using the job cost system within QuickBooks. The contract accountant will make the monthly calculation to allocate overhead to all the jobs that incurred expenses in the prior month. This entry will need to be posted by the contract accountant.

6. Could we get a PDF of 2016's audited annual financial report?

We have not finished our 2016 Audited Annual Financial report; please see 2015 Audited Annual Financial Report (Attachment)

7. Is the Association looking to specifically change Accounting/Financial Oversight Firm?

Yes, the firm providing these services for the last 18 months has been terminated.

8. How much time is the current firm spending on the Association (average monthly hours and total annual hours)?

Unknown – But, it wasn't enough time

9. How much is the current contract?

\$27,600 Annual

10. What are the Association's funding sources?

Government contracts

11. Does the Association file a 990 (federal tax return) and 199 (state tax return)?

Yes

12. Is the Association reported as a component unit of another agency?

No