



Central Pennsylvania Workforce Development Corporation

Request for Quote For Audit Services (For the Period July 1, 2009 to June 30, 2010)

Questions and Answers

Prior Year Audit

- 1. What were audit fees for last year's audit? What were the prior year audit fees?**
This information is not available for distribution.
- 2. Were there any single audit findings for the 2009 and 2008 audits?** There were schedules of findings and questioned costs which were addressed satisfactorily by CPWDC.
- 3. Were there any management comments issued in the prior year?** CPWDC received a letter from our previous auditor to share with our Audit/Finance Committee. Please clarify the question if this does not answer what you are asking.
- 4. Can we obtain a copy of your prior year audit report?** Yes, please provide an email address to lseward@cpwdc.org requesting the materials and she will provide the information.
- 5. Can we get a copy of the prior year 990?** Yes, please send an email to Laura Seward at lseward@cpwdc.org and she will provide this to you.
- 6. How many audit adjustments were made in the prior year? How many adjusting journal entries were proposed and made by the auditor last year.**
There were approximately 15-20 adjustments made to our balance sheet. There were no reclassified expenses.

Funding

- 7. How much in ARRA funds were received in the current year?** In total, CPWDC received \$4.7 million in ARRA funding for the period February 17, 2009 through June 30, 2011 for Adult, Dislocated Worker and Youth programs. The majority of those funds was expended during the period July 1, 2009 through June 30, 2010. CPWDC received approximately \$210,000 in ARRA funded special grants, of which \$60,000 was expended through June 30, 2010. Additionally, CPWDC received \$1.5 million in ARRA

TANF Emergency Contingency funds to operate a summer youth program during 2010. A small portion of those funds were spent before June 30, 2010.

8. **Did you receive and spend stimulus funds in the audit period and if so for what programs and how much was expended?** Yes, ARRA Adult, Dislocated Worker, Youth. As of May 31, 2010, we expended \$635,427 in ARRA Adult, \$804,859 in Dislocated Worker, and \$1,619,587 in Youth.
9. **Are there any significant changes in programs and/or operations (changes in key personnel, policies, or procedures) during the current year compared to last year?** We are currently without a full time Finance Manager, but have procured the assistance of an accounting firm with extensive non-profit accounting experience to assist with the transition.
10. **Are there additional agreed upon procedures/reports that the organization issued since DPW monies are received?** We need more information to respond to this question.

Process

11. **Can we make a visit to CPWDC if it is needed after reviewing the financials?**
Because of the volume of requests we received, we cannot accommodate this request at this time.
12. **What accounting software do you utilize? What accounting system is the organization using?** We use SAGE MIP accounting software.
13. **Who prepares the financial statements?** The Finance Manager is responsible for this activity; however while we are in the process of hiring a person into this position, our hired accounting firm, in conjunction with our internal Fiscal Coordinator, is preparing the Financial Statements.
14. **Who prepares the schedule of awards?** Our previous auditor, with the assistance of our hired consultant has prepared the document, and also prepared the statement of functional expenses and the balance sheets.
15. **Do you want a quote for the optional years?** Yes, that would be helpful.
16. **Is there any opportunity for interim work prior to September 6th, or is the September 6th date related to final fieldwork?** There may be an opportunity for a discussion prior to September 6th, but it is necessary to start the process after this date because of internal deadlines.