



Response to Comments for Accounting Services Request for Proposal

1. *Who has been providing the requested services prior to now?*
Drew Consulting Inc.
2. *If it is an outside firm, is the District happy with their services and are they being allowed to bid on the future services?*
Yes, the current contractor is allowed to bid on this project. The District has been satisfied with the services provided.
3. *Would assistance be needed in budget preparation?*
The District is not seeking assistance in budget preparation at this time.
4. *How many audit adjusting entries were there in the past two years?*
On average there have been two fund financial statement audit reclassification entries and six to eight government-wide entries.
5. *The March 12, 2019 Board meeting agenda had an item labeled "Payroll & Finance Investigation". Has there been issues with fraud or irregularities concerning the accounting and/or payroll?*
No, the District has not had issues with fraud or irregularities concerning accounting and/or payroll. This discussion item was in regards to what options or alternatives the District has for banking, processing payroll and cutting checks.
6. *Does the District process its own payroll, or does the County?*
El Dorado County processes all payroll for the District.
7. *Does the District need additional assistance with annual Form 1099s, the State Compensation Report, and any other compliance items?*
At this time the District does not need assistance with any of the items stated above.
8. *Does the District have a past budget for these services, and if not, does it have an anticipated future budget?*
The budget for these services in FY 18/19 is \$7,500.00
9. *How many different grants does Tahoe RCD receive each year?*
The District has approximately 40 active grants at all times with new ones being added and others closing out throughout the year.
10. *The RFP states a main task would be quarterly review of internally prepared financial statements, who prepares these internal financial statements?*
The Grant Manager prepares the financial statements utilizing QuickBooks reports. To clarify, the main task is high level audit preparation as the staff prepares reports and account/grant reconciliations for review by the accounting service contractor. The District would like to prepare for the audit on a quarterly, or semiannual basis instead of annually as done in years past.



TAHOE

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11. *Are the monthly and quarterly financial statements prepared in accordance with GAAP? Are they utilized for compliance purposes (grants, debt, regulators, etc.)? Are they comparative (with current year and prior year columns)?*

Currently financial statements are prepared utilizing QuickBooks reports and are presented to the Board monthly, they do not show a comparative for year to year. The reports do show the current month and year to date. At this time funders request their own reports that cannot be generated out of QuickBooks.

12. *Who is currently performing the accounting services requested? Would it be possible to see an example of what they provide on a monthly and quarterly basis?*

Drew Consulting Inc is currently performing District accounting services. At this time their primary task is to assist with annual audit preparation so there is not a standard District financial report they produce that can be provided.

13. *Why is Tahoe RCD requesting proposals at this time?*

The procurement policy was updated in October 2018, since then the District has been reviewing contracts for ongoing District services and at times going out to bid.

14. *What fees have been charged for the accounting services requested in prior years?*

For the current fiscal year \$7,077.40 was charged for audit preparation assistance and \$1,500.00 was charged for an additional project that was added to the agreement.