

RFP for Audit Services (FY 2025-2026)

**Proposer's Conference Q & A
February 13, 2020
10:00 a.m.**

The questions and answers provided in this document are inclusive of questions from the Proposer's Conference and any questions that were submitted prior to the Proposer's Conference. Similar questions have been grouped together.

Q: Why are you going through the RFP process?

A: It is SETA's practice to go out to bid for audit services every three years.

Q: Has the June 2025 Audit been completed.

A: The finalization of the Audit is expected within the next week.

Q: Do you have any re-occurring or new findings.

A: No. SETA does not have any findings, nor expects any in the FY24/25 Audit. Past audit reports are available on SETA's website under Resources > Public Documents > Financial Statements.

<https://www.seta.net/resources/public-documents/>

Q: Is SETA still pursuing the implementation of new accounting software as per the notes in last year's audit report?

A: SETA is compelled by its Joint Powers Agreement (JPA) to use the Sacramento County's COMPAS accounting system but prepares financial statements using spreadsheets. As the agency budget has grown, SETA is in the process of procuring financial software to run in parallel with COMPAS for the purpose of preparing financial statements.

Q: Does SETA require the Auditors to draft financial statements or are those prepared in-house?

A: SETA prepares its own financial statements.

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Q: Are there any changes expected in the next 3 years, besides procuring financial software?

A: No major changes are expected in the next 3 years.

Q: Are your current auditors excluded from bidding on the current procurement?

A: No, the current Auditors can bid again. SETA's Policies require the agency to out for competitive procurement for Audit services every 3 years.

Q: Does SETA allow for auditors to work remotely?

A: Yes, most of the work can be performed remotely, with minimal in person contact.

Q: What is the interim audit timeframe?

A: The interim Audit usually starts in June, and the Final Audit is due on November 15th of each year.

Q: What is the estimate of the proposed budget for Audit Services?

A: The audit services for SETA have ranged between \$50,000 and \$60,000 per year over the last several years.

Q: Are there any improvements to the audit process you are pursuing?

A: SETA is seeking a timelier completion of the audit process to meet the November 15 deadline.

Q: How big is the SETA fiscal staff.

A: There are 16 Fiscal staff spread across Accounts Payable, Purchasing, Payroll, Subrecipient Monitoring and Petty cash.

Q: Does SETA have Payroll software?

A: Yes, SETA has used ADP Now for the last 4 years.

Q: Does SETA have a Grants department?

A: No. SETA program pursues grants, and SETA's contracts department is tasked with executing contracts and verifying insurance requirements.

Q: Over the last 3 years, has SETA needed any additional services from auditors in helping implement GASB requirements?

A: SETA has so far handled implementation of new GASB requirements in house.

Q: Does SETA get OPEB actuary reports timely?

A: Yes, so far OPEB actuary reports have been timely.

Q: When is SETA planning to implement its new system.

A: SETA is in the process of issuing an RFP and will move forward with implementing a new system as soon as possible.

Q: Is SETA in the Sacramento County's treasury pool?

A: Yes, Sacramento County is SETA's treasurer of record, in accordance with the JPA.

Q: How big is the current Audit team performing the single audits.

A: Over the last 3 years, SETA's audit team was comprised of 2-4 individuals with varying amounts of involvement.

Q: Is the Auditor expected to present the audit to the Governing Board?

A: Generally, the Fiscal Chief presents the audit report, and the auditors are in attendance and available to answer any questions.

Q: When is the final Trial Balance usually available to the auditors?

A: Usually in late August or early September.

Q: How many major programs does SETA manage?

A: There are 3-4 major programs, with Head Start being the largest.

Q: Is the auditor used to monitor subrecipients?

A: No, SETA monitors subrecipients directly.

Q: Are there external monitoring being done by control agencies and are there reports they issue.

A: Yes, various State and Federal control agencies monitor SETA multiple times every year and provide reports.

Q: Where is SETA located?

A: SETA is located at 925 Del Paso Blvd. Ste. 100, Sacramento CA, 95815.

Q: How are IT controls implemented and maintained?

A: SETA's IT department develops and implements cybersecurity and disaster recovery policies

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