



Community Renewal Team (CRT)  
Request for Quote (RFQ) Audit Services Q&A  
Deadline to Submit January 21, 2025 @ 3pm  
Responses Posted by COB Friday, January 24, 2024

Financial Audit

1. What caused the filing delay of the prior year audit?  
**The 2023 audit was late due to staffing vacancies with the organization as well as scheduling issues with the audit firm. The staffing vacancies with the organization have been filled at this time.**
2. Did the auditors have adjustments for the prior year audit? If so, how many and what were the adjustments for.  
**There was one entry to update a duplicate Prepaid Expense.**
3. Was a management letter issued as part of the prior audit? If so, please provide a copy and indicate if the issues identified were addressed.  
**No management letter was issued.**
4. How is the relationship with the current auditor and is the current auditor allowed to propose?  
**Good relationship with the current auditor. The current auditor is allowed to bid.**
5. Are you disclosing the audit fees paid for the prior year audit?  
**No.**
6. Were any difficulties encountered in the prior audit?  
**No**
7. What accounting system does the Organization use?  
**The general ledger used is Financial Edge. All transactions except for 2 low-income housing properties are recorded in Financial Edge. Boston Post is used for the two (2) low-income housing properties. CRT's Finance department will provide a consolidation worksheet of these properties along with the Financial Edge information.**
8. Are there any schedules maintained by the auditor on your behalf (i.e., depreciation schedules, lease accounting schedules etc.)  
**No, all schedules are maintained by CRT Finance Department.**
9. When is the Organization expected to be ready for audit fieldwork? Does the Organization request the audit be conducted in person or remotely?

The audit will be conducted in person.  
Planning and Single Audit Compliance mid March to early April 2025  
Fieldwork April to early May 2025  
Wrap up late May 2025

10. What would you like from an accounting firm that you may not currently be receiving?  
Updates to any changes in Accounting standards which would impact Financial statement and footnote disclosures.
11. Were there any significant changes to the organization during 2024?  
No.
12. Has there been any turnover in the accounting department?  
There has been turnover in entry level positions. However, all senior level Finance staff members have been with the Organization in excess of 5 years.
13. What is the desired/normal timeline for completing the audit?  
Refer to response # 9.
14. What is the process for providing the auditor with the necessary documentation and access to personnel, i.e., paper, or electronic based?  
Would prefer to utilize a secure file transfer, otherwise paper copies will be provided.
15. Is tax return preparation included in the RFP? If so, please provide copies of returns filed in 2023 for all entities requiring preparation services.  
No, the tax returns are prepared by the Controller and Chief Financial Officer.
16. When are the books closed and supporting schedules ready for audit?  
End of March 2025
17. Expected timing of audit services (planning, fieldwork)?  
Refer to response # 9.
18. Expected delivery date of draft audit?  
End of May 2025
19. Who prepares the financial statements (the Agency or Auditors)?  
The financial statements and footnotes are prepared by the Agency.
20. Is a grant rollforward/schedule prepared by the Agency?  
Yes

21. Are there any other schedules you expect the auditor to prepare?  
All schedules will be prepared by the Agency.
22. Any audit journal entries? If so how many?  
Refer to response #2.
23. Any management letter comments?  
Refer to response # 3.
24. Any material changes expected from 2024, including significant changes to grants?  
No material changes expected for 2024, except for a reduction in ARPA funding (CFDA # 21.027).
25. Confirming the 990 and tax work for the related entities is not part of the RFP?  
Refer to response #15.
26. Any HUD REAC filing requirements and if so, is assistance needed?  
No HUD REAC filing is required.
27. Why is CRT going out to bid?  
In order to comply with CSBG Organizational Standards, we are required to go out to bid every 5 years.
28. How many firms did you send the RFP out to?  
The RFP was sent out to five (5) firms and posted on the CRT Agency website and the CTSource Bid Board.
29. Is the incumbent firm included in the RFP process?  
Yes
30. How would you describe your ideal relationship with a firm?  
Providing updates on upcoming accounting and auditing standards and how they will impact the Agency.
31. What values, do you believe, the Board of Directors (Board) is seeking in a firm?  
Extensive experience with Non-Profit entities, competence and integrity.
32. Are there any specific concerns management and/or the Board current has with CRT operations?  
No

33. What worries management or the Board with CRT's operations within the next 5 years or further?

Reduction in federal and state funding programs

34. What is the composition of CRT's finance team?

CRT's Finance Department is comprised of 15 individuals. CFO, Director of Finance, Controller, Accounting/Payroll Manager, Payroll Administrator, Financial Systems Integration Specialist, Financial Analysts (3), Lead Accounts Payable Clerk, Accounts Payable Clerk, Accounts Receivable Specialist, Staff Accountant, Budget Specialist, and Purchasing Manager.

35. Based on the 2023 audited financial statements, the reports were not issued until January 2, 2025. Is this common practice?

Refer to response #1.

36. Is there an expectation of the engagement be conducted in person, remote, or hybrid?

In person.

37. When is the finance team typically prepared to conduct each aspect of the services you are seeking? Please indicate as follows:

a. Financial Statements:

- |                                 |                               |
|---------------------------------|-------------------------------|
| i. Interim/Planning fieldwork   | mid March to early April 2025 |
| ii. Year end fieldwork          | April to early May 2025       |
| iii. Federal compliance testing | Late March to April 2025      |
| iv. State compliance testing    | Late March to April 2025      |
| v. 401k fieldwork               | July 2025                     |

38. If the federal and state compliance testing is done at different times, would there be interest in conducting those services simultaneously?

Yes

39. Would you be looking to have the selected firm prepare all federal and tax forms as well? If so, with the exception of a Form 990, does CRT file any other federal or state tax forms?

The agency would not be looking to have the firm prepare any federal and tax forms.

40. Any changes to federal or state funding that would impact the federal compliance audit or state compliance audit?  
**No changes are expected to federal or state funding, except for a reduction in ARPA funding (CFDA # 21.027).**
41. Do you prepare and provide the support for the statement of functional expenses?  
**Yes, the statement of functional expenses is prepared by the agency.**
42. Do you prepare and provide CHFA Form HM 6-50?  
**Yes**
43. Would CRT be willing to provide a copy of the 2023 audited trial balance and required communications letter?  
**Copies will be provided to the firm that is selected.**
44. Does or will CRT have any unrelated business income?  
**Yes, there is unrelated business income of approximately \$9,000.**
45. RFP notes submitting responses to the RFP by January 31, 2025, at 2pm. Is there flexibility with the filing deadline to allow for more time to complete our response?  
**No, submissions are due no later than Friday, January 31, 2025, at 2pm. Submissions received after this date will be disqualified.**

#### 401(K) Plan

1. Confirm retirement plan service providers:
  - a. Custodian - **Voya**
  - b. Payroll service provider - **ADP**
  - c. Third-party administrator - **Voya**
  - d. Investment advisor - **Wells Fargo**
  - e. ERISA attorney - **None**
2. Any changes to the employer contribution formula for 2024? (prior year filing indicates matching contributions equal to 100% of the first 6% of employee deferrals)  
**No changes for 2024.**
3. Any other changes to plan provisions or any of the plan's service providers during 2024 or subsequent?  
**No changes**

4. Briefly describe your normal payroll remittance pattern: How often are employees paid? and when are contributions remitted to Voya?

All employees are paid bi-weekly and contributions are remitted to VOYA bi-weekly as well.

5. Also, please describe the components of your payroll system? How many payrolls or company codes make up your normal payroll operations?

CRT utilizes ADP for payroll services and only one company code is used.

6. Were the prior year late remittances (\$38,155) corrected with a contribution of lost earnings?

The calculation for lost earnings is being completed at this time.

7. Any other compliance related matters or issues that would require involvement of an ERISA attorney?

No matters at this time that require an ERISA attorney.

8. Any correspondence or notifications from the DOL or IRS on the plan?

No correspondence or notifications from the DOL or IRS.