



**TOWN OF STRATFORD
RFP #2014-032**

**ADDENDUM #1
Issued 4/17/14**

Auditing Services

The following are response to questions that were submitted.

1. Approximately how many journal entries were made by the auditor?
There were approximately 5-10 adjusting journal entries.
2. What is the accounting system used at the Town and BOE?
The Town uses MUNIS version 9.4. BOE uses ALIO version 14.2.2 formally SAGE. Tax Departments uses Quality Data System.
3. Approximately how many people are in each accounting department?
Town:

Finance Department has 8 employees.
Purchasing Department has 2 employees.
Tax Collector Department has 6 employees.
Tax Assessor Department has 5 employees.
BOE:
Finance Department has approximately 5 employees.
4. How long has the current auditor been doing the Town audit?
Current auditor has been auditing the Town for over 5 years.
5. What is the reason for the RFP?
Reason for the RFP is Council recommendation.
6. What was the total fee paid to your current auditor for FYE 2013?
Total fee paid to current auditor is between \$100,000-\$115,000.

1. What was your audit fee for 2013?

Total fee audit fee is between \$100,000-\$115,000.

2. Were there any additional billings from the auditor for the 2013 audit and if so what was the amount?

Total fee audit fee is between \$100,000-\$115,000.

3. What software do you use for your tax collections?

Town of Stratford use Quality Data in Tax Collector and Tax Assessor Departments.

4. What was the estimated number of audit adjustments (excluding the government wide entries) for last year?

There are a few audit adjustments, mainly budgetary to GAAP adjustments, approximately 5-10 adjustments.

5. Are there any new funds or expected changes in major funds as presented in the 2013 audit?

The Town is considering setting up a Debt Service Fund in Fiscal Year 2014.

6. Did the Town receive any new large State grants (over 100,000)?

Grant revenues are budgeted using state estimates, see town Adopted Operating Budget for Fiscal Year 2014.

7. Did the Town receive any new large federal grants (over 300,000)?

Grant revenues are budgeted using state estimates, see town Adopted Operating Budget for Fiscal Year 2014.

The Town of Stratford current financials and adopted Operating budget can be found from the following links:

<http://www.townofstratford.com/content/39832/39846/39909/default.aspx>

<http://www.townofstratford.com/content/39832/39846/39889/default.aspx>

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