



Workforce Solutions for North Central PA / North Central Workforce Development Board
Audit and Tax Services RFP
Questions and Answers
05/05/2026

1. Were there any significant issues or disagreements with the current audit firm (e.g., timing, communications, audit adjustments), and is the current firm being invited to submit a proposal?

There were no significant issues or disagreements with the current audit firm. The current firm was invited to submit a proposal.

2. Can you provide the audit fee for the prior year, or an expected budget range for the services requested in this RFP?

No budget range has been established for the requested services. The award amount will depend on the proposal's quality, overall RFP evaluation score and Board approval.

3. Is the scope of work of this RFP consistent with prior years?

Yes, the scope of work is consistent with prior years.

4. Has the current auditor historically provided any additional services or billed for work outside the original audit contract?

The current auditor has not historically provided additional services outside the original audit contract.

5. Are there any records maintained or prepared by the audit firm (i.e., fixed asset and depreciation listings, Schedule of Expenditures of Federal Awards, or other supporting schedules)?

Yes, the audit firm maintains records for the SEFA and other supporting schedules.

6. Were there any audit adjustments? If so, can you provide a copy of those adjustments?

If any audit adjustments were made, they can be provided upon award.

7. Have any known or suspected instances of fraud or significant control deficiencies been identified in the past 2-3 years? If so, please describe their nature and if resolved.

No known or suspected instances of fraud or significant control deficiencies have occurred.

8. Are there any contingencies or legal matters that could affect future financial statements?

No contingencies or legal matters exist that could affect future financial statements.

9. Was a Management Letter issued by the auditor? If yes, could you share a copy of the letter? Have the recommendations been implemented by management, or are any still in process?

A management letter was issued by the auditor and can be provided upon award.

10. Are there any accounting functions that are outsourced to third-party providers?

No accounting functions are outsourced to a third-party provider.

11. Have there been significant operational changes during the current year or expected for next year? Examples would include any software changes, changes in accounting personnel, or new or expanded federal or state programs.

There have been no significant operational changes during the current year or expected in the next year.

12. What accounting software does your organization use for general ledger, payroll, and/or billing, and are there any plans to change your accounting software in the near future?

AccuFund is the current accounting software utilized with no plans to change in the near future.

13. Do the auditors typically obtain direct (view-only) access to the general ledger system?

Auditors do not have direct access to the general ledger system.

14. To what extent are key documents (e.g., invoices, contracts, grant agreements, bank statements, and employee timesheets) available in electronic form, or are they maintained as hard copies?

Documents are maintained as hard copies but can be made electronic as needed.

15. To what extent has the existing audit been performed onsite vs. remotely, and are there expectations or preferences regarding onsite versus remote fieldwork for this engagement?

The majority of the existing audit was performed on-site with final wrap-up activities completed remotely. This is the expectation for future audits.

16. What is your preferred timing for the audit fieldwork, submission of draft reports, and final reports?

Audit fieldwork, submission of draft reports, and final reports must be completed by December 31st of each year.