

- 1) Please provide a brief description of the key finance staff members' background in governmental accounting.
 - a. Finance Director has served in this role for 12 years.
- 2) Has there been any recent turnover in the finance department or any key mgmt. positions?
 - a. No.
- 3) What is the reason for sending out RFPs this year? (routine or specific reason?)
 - a. Common practice is to post RFP every 3-5 years, and Bertie County is in its fourth year of current auditor.
- 4) Are RFPs sent out every 3-5 years?
 - a. Yes.
- 5) How many auditor proposed AJEs, if any, does the County have on average each year?
 - a. Finance Department estimates this to be around 20 AJE's.
- 6) What is the typical fieldwork schedule for the County (any specific date requirements)? What is the earliest the County is typically ready and available for final fieldwork after year-end?
 - a. Typically, it is expected that the auditors would be present for fieldwork the last week of August. As stated in the RFP, a pre-planning conference would be expected, as well as interim audit work prior to June 30th closing.
 - b. The last week of August.
- 7) Can you clarify about responsibilities for drafting, proofing, PDF prep and printing final copies of your report? Does the auditor handle all of these functions as the financial statement preparer, or is this handled by a 3rd party?
 - a. It is expected that the auditor would handle all of these functions.
- 8) If the auditor is required to print final copies, how many are needed?
 - a. 15, along with electronic version.
- 9) Who prepares the AFIR?
 - a. Our current auditor has been preparing the AFIR.
- 10) Do you utilize an outside consultant for any accounting functions?
 - a. No.
- 11) Do you expect any changes to financial software within the RFP timeframe (3 years)?
 - a. We are anticipating updating Tyler Technologies Munis Financial Software this year, but other than that, no software changes.
- 12) What's the County's experience with remote auditing over the past 2-3 years? Are you open to remote or partially remote fieldwork, or is your preference for the auditors to be on site completely?
 - a. Bertie County is comfortable with partially remote fieldwork, but would prefer on-site work as well.
- 13) Please provide a PDF copy of the 2022 financial statements if available. If they are not available, what is the expected completion date and cause for delay?
 - a. This is available on our website.