



1130 N Eglin Parkway  
Shalimar, FL 32579  
Office: (850) 833-3627  
Fax: (850) 833-9344

## RESPONSES TO QUESTIONS

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### RESPONSES TO QUESTIONS FOR RFP No. 2021-AUD FOR AUDIT & TAX SERVICES

(Answers will appear in Blue)

1. Is the prior auditor being considered for re-appointment?
    - Yes, our current Auditor is being considered and must provide a proposal just as any other interested parties do.
  
  2. Please provide us a brief summary of the accounting department personnel and their relevant experience.
    - Finance and Accounting Director
      - Length of service in current position: 1 year and 4 months. Responsible for managing agency's accounting, budget and financial operations, including preparation of reimbursement invoices, monthly financial statements and performs fiscal analysis.
      - Bachelors of Science in Financial Management and Accounting
      - Bachelors of Science in Accountancy
      - Holds CPA License (acquired outside US)
      - Over 15 years' experience working in Audit, Accounting, and Business Management positions for profit organizations.
  
    - Senior Accountant
      - Length of service in current position: 8 years and 3 months. Primary responsibility includes Account Payables, Payroll and benefits processing, Inventory custodian, and assist in preparation of monthly invoices and financial reports.
      - B.S.B.A Accounting/Professional Accountancy
      - Worked in a non-profit agency before current employment as Senior Staff Accountant for 9 years.
      - Retired from Air Force after 20 years in the Avionics Communications Navigation System field: Received a A.S. Avionic System Technology.
  
    - Procurement and Contract Specialist
      - Length of service in current position: 2 years and 1 month. Responsible for review, analysis, formulation and enforcement of formal written contractual agreements for the Early Learning Coalition's procurement of commodities and services, including Memorandums of Understanding and other types of contract and purchasing documents. Reviews and releases general supply orders based on properly approved purchase orders.
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- Spent 15 years in the Hospitality industry working my way up from Part time Front Desk Associate to Assistant General Manager in 2 years. Managed a staff of 10+. Executed many Clerical/Administrative duties from Accounts Receivable and Accounts Payable to include staff scheduling and processing payroll. Maintained company's finances by purchasing supplies and equipment within the budget
3. Are there any auditing problems/difficulties we need to be made aware of?
    - There are some technical challenges on the Statewide EFS Mod System that all coalition uses in processing provider records and reimbursements.
    - Not considered to be a problem but for disclosure, in July 2020, we upgraded our Accounting system into cloud-based accounting.
  4. Is all the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?
    - Yes, all accounting is performed in our Shalimar office.
  5. Is the fixed asset detail maintained in a fixed asset software system or on excel spreadsheets?
    - The fixed asset detail is maintained in Excel spreadsheets and being uploaded to the Office of Early Learning (OEL) SharePoint for reporting purposes.
  6. Do you typically prepare the financial statements and footnotes or does the audit firm prepare them?
    - Monthly financial statements are prepared internally by the Finance and Accounting Director and a single annual financial statements prepared by the External Auditor.
  7. Can you provide the prior year trial balance and audit adjustments, if any? Or give an indication of the number of adjustments and a description of the entries, if any?
    - Detailed accounting information cannot be provided for this purposes. Please feel free to review the financial reports on the coalition's website to provide information relating to our financial operations.  
<https://www.elc-ec.org/about-us/financial-reports>
  8. May we please get a copy of the budget or any interim financial statements for the current fiscal year?
    - You can access copy of Financial Statements on the coalition's website.  
<https://www.elc-ec.org/about-us/financial-reports>
  9. If possible, can you indicate the professional fees for 2020 or the number of hours incurred on the engagement?
    - This information cannot be disclosed to keep all submissions in good faith. Prices and amounts should arrive independently and not pursuant to any discussion with, inducement from, or disclosed to, any firm or person to submit a response.
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