



City of Carlsbad, New Mexico
RFP # 2017-03
Addendum 3

3/31/17

Addendum Notice – Pre-Audit Preparation Services

The City of Carlsbad has been asked the following question(s) regarding RFP 2017-03 and offers the following response in blue text:

- 1.) With regards to staffing, how many dedicated accounting personnel does the city employ, who will be working along side the selected accounting firm? **The City Finance Dept. currently has 20 employees in the following areas:**

- One (1) Finance Director
- One (1) Assistant Treasurer
- One (1) Finance Administrative Assistant
- One (1) Receptionist
- One (1) Accounts Payable Manager
- Two (2) Accounts Payable Clerks
- One (1) Chief Procurement Officer
- One (1) Purchasing Clerk
- One (1) Fixed Asset Coordinator
- One (1) Budget Accountant/Payroll Manager
- Two (2) Payroll Clerks
- One (1) Utilities Billing Clerk
- One (1) Water Dept. Manager/City Accountant
- Four (4) Water Dept. Cashiers
- One (1) Project Accountant

- 2.) What date range does the City anticipate for audit field work? We know the audit is due December 1st but would like to know when the auditors will be on-site and will require assistance in schedule and sample procurement?

Actually, the audit is due by December 15th, not December 1st. Although the Audit Prep Consultant will not be required to be

onsite with the Auditor, the Finance Director anticipates that the audit field work will take place in October or November.

- 3.) Based on Section B Tasks and Performance Measures it sounds like the City will require services to complete year end closure procedures after June 30th and then additional services to assist the auditors when they arrive for field work. Assuming that there may be a gap in time between the fiscal year end and when the auditors arrive, will the City require assistance with month end closing? For example: we anticipate that the City will need assistance from July 1st through the 7th to help close the books for the fiscal year end and produce the necessary schedules and disclosures based on the year end data. Assuming the auditors schedule their work in November, will the City require assistance from July through October to close the books for each of those months and perform other tasks such as monthly bank and budget reconciliations?

The Finance Director anticipates that the assistance needed from the Audit Prep Consultant will begin August 1st. The Finance Director will reconcile the bank statements and close the cash basis GL in July and will need assistance after this.

Matt Fletcher
Purchasing Manager
City of Carlsbad
575-234-7905

If you have any questions, please feel free to contact me at 575-234-7905 or email me at msfletcher@cityofcarlsbadnm.com.

Please return a signed copy of this addendum notice with your bid.

X _____
Name of Representative

Date: _____