



City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

Audit RFP Questions and Answers 2025

1. What are the City's expectations with on-site versus remote work? Is the City open to working with auditors on a fully remote basis?

The City is open to any combination of onsite and remote work

2. How many staff did the audit team consist of for both interim and year-end, and how many weeks did the auditor spend in the field?

Three staff and one week each remotely for both interim and year-end last year.

3. How many audit hours did your current auditors propose under your existing contract?

586 hours

4. What were the prior year's total audit fees, and can you provide the breakdown by components?

\$51,685 without Single Audit

5. Are there any significant changes in operations expected for FY 2024-25?

No

6. Were there any significant events in 2023-24? Will there be any significant events in FY 2024-25?

No and no known for FY 24-25

7. Have there been any changes in your accounting system since last year or any planned changes in the future?

No and no known for the future

8. Were there any new bond issues in the current year or any planned bond issuances in the coming years?

No and no

9. How many leases and subscription arrangements does the City have?

Seven leases and no reportable subscription arrangement

10. How many post-closing journal entries did you have for FY 2024? How many were proposed by the auditor?

Fifteen including one proposed by the auditor

11. Is there any litigation not included in the 2024 Financial Statements?

No

12. Did the City have any layoffs, retirements, or replacements of key employees in the finance department?

No

City Council/City Manager/City Clerk
(650) 259-2334

Building Division/Permits
(650) 259-2330

Community Development
(650) 259-2341

Finance
(650) 259-2350

Fire
(650) 558-7600

Police
(650) 259-2300

Public Works/Engineering
(650) 259-2339

Recreation
(650) 259-2360

13. Do you currently have vacant or frozen positions within finance?

No

14. Was the FY 2024 audit performed remotely? If so, is the City open to continuing remote audits in the future?

Yes, and yes

15. How long have the current auditors been performing the audit for the City?

Ten years

16. If a member of the team has past experience with another firm on financial statement audits, such as the scope of work, does this satisfy the firm's experience requirement?

We will review the detailed response

17. What is the desired timeline for:

- a. Interim - May or June
- b. Field Work - Late September
- c. Draft Reports - Early November
- d. Final Reports - Early December

18. How many auditors and how many weeks were the auditors on-site for both interim and year-end fieldwork?

Three staff and one week each remotely for both interim and year-end last year.

19. In your experience, what were the most challenging aspects of the audit process during the previous engagement?

Meeting predetermined timelines due to unforeseen circumstances

20. Are there any new services requested in this RFP that were not included in the prior year's audit fee?

No new services

21. If required, who does the State Controller's Financial Transaction Report preparation and submission? If the auditors, how much were the last year's fees?

We have another consultant handling State Controller's Reports

22. How many major programs were tested each year for the Single Audit? If applicable, please provide the most recent copy of the report.

No Single Audit for 2022-23 and 2023-24. There was one major program in 2021-22.

23. How many journal entries were proposed by the auditors? Were there any findings?

One in 2023-24. There weren't any findings.

24. Were there any material adjustments made by the auditors in connection with the examination of the prior year's Financial Statements?

No

25. Has the City entered into any Major Contracts, Studies, and/or Started any Projects in the Current Fiscal Year that would not be reflected in the Prior Year Financial Statements?

No

26. Any New Debt Issuances in the Current Fiscal Year?

No

27. Is the City involved in any litigation not included in the Prior Year Financial Statements?

No

28. Are any other Major Changes in the Current Fiscal Year that would affect the operations of the City?

No

29. Were there any disagreements or disputes with the prior auditor that we should be aware of?

No

30. If applicable, could you provide insights into the reasons behind the change in auditors from the prior fiscal year?

The City has followed the best practice of regular RFP for audit services

31. Is the incumbent auditor invited to bid?

Yes

32. Will digital proposals be accepted in lieu of hard copies?

Yes

33. Has there been any turnover in management during the past year?

No

34. Has there been any turnover in accounting staff during the past year?

No

35. What accounting software do you use? Any plans for change?

Tyler New World ERP, no plan to change at this time

36. Any changes to the governance structure of the organization?

No

37. Are any management letter comments outstanding from the prior year?

No

38. Any audits or inspections by regulatory agencies?

No

39. How many major programs are subject to a Single Audit?

Depending on how many grants the City receives

40. Any known or suspected fraud?

No

41. When will the books be ready for the audit?

Late August

42. Are financial records available electronically?

Yes

43. Kindly share a copy of the previous year's Audit Report for our thorough understanding.

Prior year's financial report can be found at <https://ci.millbrae.ca.us/Archive.aspx?AMID=37>

44. Who prepares the financials?

Auditor

45. Were there any significant transactions (e.g., bond issuance, leases) during the year?

No

46. Significant changes to operations or funding sources?

No

47. Significant construction or capital projects?

No