

1. How many staff are in your accounting department?

Five accounting staff.

2. Do you outsource any accounting functions?

No.

3. Could you further describe or define the 'Shoreline Administrative Fee', 'Orchard Office Building', and 'U.S. Department of Justice - office of Violence Against Women' programs and functionality?

Shoreline Admin Fund is a local program that receives management fees from the five component units and pay expenses related to the management of the five properties.

Orchard Office Building is the office building that houses our administrative offices. The various programs pay the expenses of the building on a monthly basis. An adjustment is made at the end of the year to charge actual expenses.

US Department of Justice – Office of Violence Against Women is a grant from the US Department of Justice which provides HAP and supportive services to participants fleeing domestic violence.

4. Is the same control environment and staff utilized for the Shoreline Plaza, Inc., Shoreline North, LLC., North Liberty, LLC., Nez Perce, LLC., and Vine Street, LLC.?

Yes.

5. When is your unaudited FDS typically submitted to REAC?

The unaudited FDS is due by November 30th. The Housing Authority meets this deadline and normally has the FDS submitted a week prior to the deadline.

6. For the Authority Audit, is the expectation that the financial statements will be in a position to be issued by December 31? Is the February due date the expected board meeting or when do you expect to have all the items requested as part of the packet only?

The component units are MF projects. The audits for these five projects are due in the HUD MF REAC system by December 31st. It is expected that the auditor will meet this deadline. We do utilize AHACPA's electronic submission process and plan to continue this process.

7. What do you have budgeted for the current year for these services?

The Housing Authority prefers not to disclose this information in order to prevent any unfair advantage in pricing the audit.

8. Did you have any negative experiences with your prior auditor that would prevent them from continuing on as the auditor?

No.

9. Do you foresee your previous auditor bidding on this contract?

Yes.

10. Is there anything you would like to see improved from the prior year's audit experience?

No.

11. Our records show that this contract was bid last year, are you rebidding these services prior to the end of the contract entered into in the prior year? If so, why?

This contract was last bid in 2018 for two fiscal year audits. The contract allows for renewal of the contract for two fiscal years and the Housing Authority and our current auditor agreed to those two renewals.