

CITY OF WEST HOLLYWOOD

CLARIFICATIONS TO QUESTIONS AND ANSWERS: 4-10-14

#	Professional Audit Services Follow-up Questions	Answers
1	Question 17 – Please provide additional clarification on the \$20,000 in fees paid for the 12-13 year. Were these fees for (a) CAFR preparation (b) State Controllers Report or (c) other services not requested for in the RFP for audit services.	The fees noted on the responses were the amount per contract. The actual fees billed for FY12-13, included \$51,809 for the audit, \$7,416 for the Successor Agency and \$11,500 for a TOT review. LSL did not charge separately for State Controller's Report preparation, therefore, we considered that the \$51,809 for audit also included the State Controller's Report. The CAFR preparation is also included in the \$51,809 audit amount. There was no Single Audit for FY12-13. The other services fee of \$20,000 included TOT review, wherein, \$11,500 was charged during FY12-13. The remaining amount was not used.
2	Question 18 - Please send me a copy of the Single audit reports, management letter (if applicable) and the Communication to those in charge of governance (SAS 114) report for the last two years.	The following documents will be sent as an attachment: a.) Single audit report for FY11-12; and b.) SAS 114 report for FY11-12 and FY12-13. The City did not receive any management letters during the last two years.
3	The response to question #11 states the City may have special projects such as TOT audits on occasion. Is the City planning on requesting TOT audits for fiscal year 2014? If so, how many?	The City is not planning on requesting TOT audits for FY13-14. The City may or may not request TOT audits in future years.
4	The response to question #17 states the prior year City fee was \$51,809. The RFP on page 8 states the auditor is responsible for drafting and word processing of the CAFR. Can you please elaborate on how the financial information is provided to the auditor, does the City prepare the rolled up funds or would the auditor obtain a trial balance to develop the funds from scratch? Also, does this fee include drafting for the two separate component unit stand alone reports? Page 3 of your RFP states these two component unit have separate issued financial statements.	LSL obtains the trial balance from the City and develops the roll-up of funds to come-up with the CAFR combining statements and related footnotes. LSL prepares the draft report and sends to the City for review. LSL will send the final CAFR document and the City does the final printing. The fees per question#17 does not include the two separate component unit's audit and reports.