



**WORKFORCE ALLIANCE**  
**OF THE NORTH BAY**  
DRIVING WORKFORCE TALENT

## **SINGLE AUDIT SERVICES**

### **Questions and Answers**

Was the prior short year audited?

- Fiscal Year 2016-2017 was audited.

Who keeps the books and what is their accounting background?

- Fiscal Year 2017-2018 books were done by Marin County Health and Human Services for roughly  $\frac{3}{4}$  of the year and a contractor (Aldea, Inc. who provided the time of their controller) for the remainder.

What software program is used?

- We are currently transitioning to use QuickBooks but previously used the County of Marin's financial systems (Munis) for the time period being audited.

Are all records kept at the office in Napa?

- Some records are kept by the County of Marin but are available by request. The rest are in the Napa office.

Who handles grant compliance?

- Grant compliance is handled by Workforce Alliance of the North Bay staff, the fiscal officer and the operations manager.

Are internal controls over financial reporting and compliance in place?

- Yes, although policies and procedures are still in development.

Is it possible to please see a financial statement for the year to be audited and/or an audit of the prior year if one was done?

- Yes, see attached for the prior year audit and a trial balance for FY 2017-18.

Page 6, 1<sup>st</sup> section-Do you want the fees separate from the technical proposal?

- There is no preference on having the fees separated or attached to the technical proposal.

Pages 19-31, Exhibits A-D, and the Certifications at the end of the proposal-are these examples of the forms we will need to complete if we were engaged as auditors, or are they required to be submitted with our proposal?

- These are the exhibits pages attached to the contract and will be filled in with the appropriate contractor information when the contract is awarded. You do not need to complete these for the proposal.