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## 2023 Audit Services RFP Q&A

**From a timing perspective – the RFP requests a draft of the audit by December 1<sup>st</sup>, and then issuance by March 1<sup>st</sup> of the following calendar year. Is there anything in particular driving that gap in timing? From review of previous filings, it appears the final reports have been issued in late February/early March for the last several years.**

EIW is requesting the audit be completed prior to December 1<sup>st</sup> due to requesting our indirect rate with our Department of Labor direct grant. The issuance of the draft report by March 1st also is trying to align with the projected 2024 Board of Directors meeting schedule to ensure it is filed in a timely manner. If selected auditing service has work completed prior to the requested dates EIW then the draft report can be sent to EIW sooner. The final report can't be issued until the EIW Executive Board of Directors approves the draft audit report.

**How many weeks of interim and final fieldwork does it normally take to complete the audit?**

Eastern Indiana Works (EIW) audits have typically taken a week of fieldwork and depending on the auditors schedule an additional (Estimated) 40-60 hours of review time outside the week of field work.

**How is technology utilized in the audit process? Does Eastern Indiana Works prefer onsite, virtual, or hybrid approach for the fieldwork to be completed?**

Since COVID our audits have been completed virtually with documents securely sent to the auditing firm through their secure transfer file system and meeting held via Teams/Zoom. EIW is open to however the auditing firm prefers to complete the field work. We have successfully had audits completed virtually for the past couple years and EIW prefers that method for cost savings measures on the contract.

**What works well during the audit process so those practices could be extended?**

EIW has found that the virtual model has worked well with both the auditing firm and our team. The response time has been timely and worked with everyone's schedule.

**Any challenging areas in the audit that might be difficult to work through or information that is tough to obtain?**

EIW has not had any challenging area in the audit that have been difficult to work through or had information tough to obtain.

**Any concerns or additional focus areas on tax and Form 990?**

No, EIW has not concerns or additional focus areas for tax and Form 990.

**Describe your preferred daily communication process during the course of the audit.**

Our preferred daily communication during the course of the audit is either emails check ins, video conferencing, and/or phone conversations or as needed during the course of the audit.

**Describe how you like to communicate and stay in touch throughout the year.**

Communication is during the year is normally initiated by email then followed up with a scheduled video conferencing, and/or phone conversations as needed.

**What would you like to change or do differently throughout the course of service?**

**Note:** We plan to be proactive with communication. We operate under a “No surprises” policy.

EIW operates under a “No surprise” policy. At this time EIW would not change anything through the course of the service.

**In what ways can our CPA firm help and support the Organization?**

Should EIW need support though out the year open communication via email, scheduled video conferencing, and/or phone conversations.

**What are the top two or three characteristics you are wanting in a CPA service provider?**

The top characteristics EIW is looking for in a CPA are open lines of communication, working together to address any questions may occur.

**What other “deliverables” or “bi-products” of the audit process are important other than what you currently receive (if any)?**

Additional deliverables or bi-products are important, but not a requirement of a CPA firm. EIW is always open to governance training, OMB training forum, professional development, and/or other training opportunities to enhance the skill sets of the team.