

### **Audit RFP Questions:**

Are the incumbent auditors allowed to bid or are you required to switch?

**Incumbent auditors are allowed to bid. We are not required to switch.**

Are there regular adjustments the auditors make on an annual basis and if so, what are those adjustments?

**No, generally no adjustments are made.**

Please share what the fees have been for the last three years and if these fees were all inclusive of the tax returns and if there were any special projects (and what those were and related fees).

**All professional fees can be found on page 10 of the 990. Copies of the 2 most recent 990's can be found in the public info section of [www.visitsarasota.com](http://www.visitsarasota.com)**

What are the main accounting systems that you use?

**Quickbooks**

Have there been any recent staff changes in your accounting department and how long has the current accounting staff been in place?

**No recent changes. Finance Director has been in since March 2016 and staff accountant has been in position over 10 years.**

Do you anticipate any major changes to your financials and/or operations during the next few years?

**No changes anticipated.**

References: on page 5 (Section G) you ask for three references you can speak with; however, on page 6 under Tab D: you ask for written references. Please clarify if you would like us to get a written reference with contact info (email and phone) or if you JUST need the contact info so that you can contact them directly.

**Written references with contact information would be preferred.**

1. Will the auditor be responsible for filing the 990-N for Friends of Sarasota County Visitors Services or will you file it?

**No. It is filed in house.**

2. Is there any expected changes in Friends of Sarasota County Visitors Services that will require it to file a full 990 or a 990EZ?

**No**

3. Are there any current addenda that we need?

**Financial statements and tax returns can be found under public info on our website [www.visitsarasota.com](http://www.visitsarasota.com)**

1. Section A, #13, states that the respondent will be required to execute a contract prepared by VSC. The contracts that we enter into for the vast majority of audits are prepared by us and are normally referred to as “engagement letters”. We would like clarification that terms of the VSC contract would not be in conflict with our professional standards relative to our performance requirements under that contract and also that the contract would contain the necessary elements for audit and tax preparation services that are typically included in our engagement letters. Or can a separate engagement letter be prepared in addition to the VSC contract?

The engagement letter would be sufficient. VSC fully understands the performance requirements necessary for audit and tax preparation services.

2. Section B indicates that proposal shall include “all required tax filings deemed necessary for the Organization.” The RFP includes a reference to the 990, 990-T and F-1120. Can the scope of services be more precisely defined to include just these filings? If not, can you be more specific of other tax filing requirements that the Organization has?

There are no additional tax filings that VSC is aware of at this time.

3. The required elements to be addressed under Tab A includes the requirement to have a “statement of willingness to comply with all Sarasota County Government insurance requirements”. Can you be more specific of what those requirements are?

The County may require a copy of your firm’s certificate of insurance.

4. Are you able to disclose the fees paid for the audit and tax preparation services for the year ended September 30, 2017?

All professional fees can be found on page 10 of the 990. Copies of the 2 most recent 990’s can be found in the public info section of [www.visitsarasota.com](http://www.visitsarasota.com)