

**RFQ 2015-02 AUDIT SERVICES  
SUBMITTED QUESTION RESPONSES**

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1. Are the financial statements prepared by the Town of Windermere staff or will the auditors be responsible for preparing them? Auditors
2. Please disclose the audit fees for the past three years  
  
2012: \$17,500  
2013: \$18,500  
2014: \$18,500
3. Can the Town provide a report at various levels of detail that shows original and final budget information? Yes
4. What is the Town's reason for considering a change in auditors? Standard practice to re-advertise Town Vendors every 3 years.
5. What major grant programs will the Town have for the 2014-15 fiscal year? SFWMD Grant \$116,000. Close Out in FY 14-15.
6. What is the size and experience of the accounting staff? Finance Department has 2 employees. 1 Finance Supervisor and 1 Finance Clerk
7. Approximately how many auditor-generated journal entries are made each year? 5-6
8. Can you email trial balances and financial reports in Excel? Yes
9. What has been the typical audit team makeup and duration during the field work phases? 3 Staff and 40 hours of on-site field work.
10. Is it correct that the Auditor will prepare the financial statements, the notes, and the State Annual Financial Report and Transportation reports? Finance Supervisor completes State AFR and Transportation Reports; Auditors provide the financial statements and notes.
11. Does the Town or audit Firm maintain the fixed assets records? Auditors
12. What has the Town budgeted for these services in the current budget? \$18,500