

CITY OF OLEAN

OFFICE OF THE CITY AUDITOR

WWW.CITYOFOLEAN.ORG

Olean Municipal Building
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REQUEST FOR PROPOSALS

ADDENDUM

1. When was the last time the City went out to bid for its audit services?

We are unsure the last time the City went out for bid for its audit services, and it was most likely quite some time ago. This is one of the reasons the City feels compelled to go out bid for audit services at this time.

2. The content included in the City's financial statements is more than what is typically required. Is all of this information requested by the City to be included, or has this been the historical presentation?

The statements are the historical presentation the City has been following. The City would be willing to adapt to a new format; however, the financial statements need to satisfy requirements by the New York State Comptroller's Office.

3. What was the City's conclusion regarding GASB 87?

The City has very little in terms of leased equipment. We already have a procedure in place with Municipal Solutions, whom the City hires every year and pays a fee to in order to report the City's debt service to the State.

4. What has the City done in preparation for implementing GASB 96?

The City is working with IT to put together a list of all of the City's software leasing for Subscription-Based Information Arrangements (SBITA) to see if it is feasible to implement this for the City.

5. Does the City anticipate needing a Federal Single Audit during any of the years of the proposed contract?

The City generally receives more than \$750,000 in federal funds, so a Federal Single Audit will be required.

6. Is this RFP being done as a part of the standard cycle for going to RFP?

The City would like to see what is out there and get a different set of eyes for our financial activities. We have been using Buffamante Whipple Buttafaro, P.C. The RFP was written as a one-year agreement that could be extended up to five years, based on performance in the first year of services.

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7. What were the fees for the previous RFP cycle that was awarded?

We are unaware when the last RFP cycle was awarded, we are unsure of the fees.

8. Have there been any disagreements between management and the current auditor? If so, please describe the nature thereof.

There have not been any disagreements. Recently the amount of time between the end of the fiscal year and the completion of the audit, however, is one of the reasons the City chose to do an RFP for financial services.

9. Have the material weaknesses identified in the 2022 audit been addressed and rectified for 2023 such that you anticipate there being findings?

We feel material weaknesses have been addressed, but there will be some weaknesses every year.

10. AS of 01/02/2024, the 2023 statements are not yet posted to the City's website. Is there a reason for the delay if presented by October 30th?

The financial statements have not yet been presented to the City and we are currently waiting for the current independent auditing firm to present them to the City. We are unsure when this will be, and hope in the future the City would like to have these completed and delivered to the City of Olean by the end of October or beginning of November.

11. Is the current audit done remotely, on-site or a hybrid of the two?

Currently, the audit is done as a hybrid of the two. The current firm does about two to three weeks of fieldwork in the Municipal Building and the remainder of the audit is completed off site.

12. Who is responsible for preparing financial statements and notes?

The auditing firm will prepare the financial statements and notes, and then will be presented to the City of Olean and Common Council when they are complete.

13. What is the typical timing of fieldwork each year?

Fieldwork usually takes between two and three weeks.

14. What was the fee for prior year services?

The fee is between \$45,000 and \$60,000.

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15. How many audit adjustments were there in the prior year?

There were 50 to 60 adjustments on average.