



Question #	Question	Response
1	What were the fees for the previous year's services for each auxiliary/ancillary entity?	Please submit a Public Records Request to Mike Thorpe at methorpe@csuchico.edu.
2	What is the level of effort/hours that the incumbent CPA firm provided for the previous year's services?	Number of hours are unknown as we are not billed by the hour.
3	Is the incumbent CPA firm allowed to bid?	Yes.
4	Will you invite your current CPA firm(s) to propose on these services again?	Yes.

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5	Are there any improvements you would like to see in the audit process?	No.
6	What prompted the Auxiliaries to issue the RFP for CPA services? What is your reason for sending out a RFP (standard rotation, disagreements with prior CPA firm, receive poor service, fees too high, etc.)?	Our current contract is ending and our policy requires us to utilize a formal bid process.
7	Are there any significant changes in operations in the current year vs. the prior year including changes in policies and procedures, personnel, or the reporting entity?	No.
8	May we have copies of the most recent available Audited Financial Statements, tax forms and other required reports?	Please visit our website at <a href="https://as.csuchico.edu/financial-documents">as.csuchico.edu/financial-documents</a>
9	When will the Auxiliaries be ready for year-end audit work to begin?	We would be ready for introduction meetings at the end of April and interim audit starting in May 2026.

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10	Is there a typical order of which audit goes before another?	Program specific audit for the Child Development Laboratory (CDL) is performed in September when the Associated Students' audit is concluding.
11	What significant changes to the operations, transactions, information systems or other issues do you anticipate over the next 5 years?	Potential re-evaluation of programs and services based upon budget and enrollment changes.
12	Is the accounting function for these entities centralized at one office, or will the audit team need to perform audit work at multiple locations?	One centralized location. Currently audits are done virtually.
13	What technical and/or clerical assistance does The Auxiliaries expect from the auditor in the preparation of the financial statements, footnotes, and supplemental schedules?	Current Auditors provide financial statement templates.
14	Who prepares the financial statements for each engagement (the entity or CPA firm)?	Current Auditors provide financial statement templates for Associated Students to complete.

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15	Are there any areas that you rely on the CPA firm to perform (complex calculations, etc.)?	Periodically we receive assistance with CalPERS accrual calculations.
16	When does The Auxiliaries anticipate the year end accounting records and audit schedules will be finalized and ready for audit testing?	Financial Statement Drafts are finalized at the end of August.
17	How many adjusting journal entries did the prior CPA firm propose for the most recent audits for each entity?	Three adjusting journal entries were proposed last year for assistance recording our CalPERS UAL and prepayment.
18	Did the prior CPA firm issue internal control letters for any of the services they provided? If so, please provide copies.	Yes. This is a requirement and is provided at the end of our financial statements posted on our website at <a href="https://as.csuchico.edu/financial-documents">https://as.csuchico.edu/financial-documents</a>
19	Does one accounting department provide accounting services to all entities under this proposal, or does each entity have its own separate accounting department?	One centralized location.

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20	Did the prior CPA perform interim work (i.e. fieldwork prior to year-end) for any of the services? If so, please indicate timing of when that was performed and how long the auditors spent at your location.	Yes. Interim work starts in May and is virtual. Fieldwork is schedule for one week.
21	Please indicate dates of when you expect final fieldwork to be performed.	Fieldwork should be performed around the second week in August in order to meet the Campus' deadline for financial statement submission which typically is around September 19 <sup>th</sup> .