

Audit RFP – Frequently Asked Questions

Q: Why is the Agency issuing an RFP at this time and is the incumbent audit firm eligible to submit a proposal?

A: The agency appointed a new Finance Director just over three years ago, and it is her established practice to go out for RFP every three years. Yes, the incumbent firm is eligible to submit a proposal.

Q: Are there any significant operational, financial, or programmatic changes anticipated for FY 2026 that may affect the audit?

A: Yes, we are currently completing contract negotiations with Tyler Technology for MUNIS. We anticipate having an executed contract within the next 30 days. Conversion and implementation are expected to cross fiscal years so we anticipate FYE 26 ACFR will still be with our current vendor Great Plains, however the timing of schedule should not affect the scope of the audit.

Q: What is the budget for the FY 2026 audit, and what were the FY 2025 audit fees?

A: At this time the current FY 2026 budget for audit services has not been determined. The agency is waiting to gather RFPs to confirm estimates. FY2025 Audit Fee contract was \$57,000 not including major program fees. Medic did not meet the Single Audit threshold for FY 2025.

Q: What is the typical audit fieldwork schedule?

A: Interim usually around mid-June and Final typically late August – mid September. We do not have any specific date requirements, however as a reminder we are a component unit of Mecklenburg County, so we try to ensure we do not hold them up from issuing.

Q: Is onsite fieldwork required or is a remote approach acceptable?

A: Primarily remote would be acceptable. The agency has done remote field work for the last 5 years. However, the selected audit firm would be expected to attend the annual audit presentation meeting to the Agency Board of Commissioners in person.

Q: What experience does the Agency have with remote auditing?

A: The Agency has successfully conducted remote fieldwork for the past five years and remains open to remote audit approaches.

Q: Will the Agency change financial software during the RFP period (next three years)?

A: Yes. The Agency is completing contract negotiations with Tyler Technologies for the MUNIS system. Conversion and implementation will cross fiscal years. The FY 2026 ACFR is expected to remain on Great Plains.

Q: How many auditor-proposed adjusting journal entries (AJEs) does the Agency typically have each year?

A: On average, the Agency has 3–5 AJEs annually.

Q: Does the Agency use consultants for accounting functions?

A: No. The Agency does not use accounting consultants.

Q: Is a Single Audit anticipated during the RFP period?

A: No. The Agency has not historically had Single Audits prior to ARPA funding and does not anticipate a Single Audit during the RFP period.

Q: Who is responsible for financial statement preparation?

A: The Agency fully drafts its own financial statements. The selected audit firm will be expected to provide technical review and some proofing. The auditor will also be expected to provide five bound copies of the final report for distribution at the ABOC presentation meeting.

Q: Has there been any recent turnover in the finance department or key management positions?

A: The previous Finance Manager left this past October after less than a year in the position and Diana Sama was promoted to fill that vacancy. We have made an offer (Finance Supervisor) to fill the vacancy created by Diana and that individual is scheduled to start on Feb 3rd.

Q: Can you provide a brief description of key finance staff experience in governmental accounting?

A:

- **Finance Director** – Africa Otis: 20+ years of governmental accounting experience
- **Budget Manager** – Amy Hollingsworth: 20+ years of governmental accounting experience
- **Finance Manager** – Diana Sama: 6.5 years with Medic and over 16 years of bookkeeping and general accounting experience
- **Revenue Cycle Manager** – Shelly Miller: 13.5 years with Medic and 20+ years of hospital and ambulance billing experience

Q: Are recent audited financial statements available for review?

A: Yes. The FY 2025 Audited Financial Statements are attached for reference.