

Town of Pembroke Park

Professional Financial Accounting Services (RFP) Addendum 1

The following Questions have been asked by potential vendors and are made available to all interested parties as an Addendum to the RFP. This list will be updated as needed. The Town's answers are in **RED**

1. **REGARDING RFP P. 4, VI. QUALIFICATIONS A, must the FIRM be a certified public accounting firm?**

Response: Preferred but not required

1. How many bank accounts does the Organization currently have?
Response: 9 Bank Accounts
2. On average, how many transactions are done on a monthly basis?
Response: research in progress future addendum
3. Please provide a list of the assets for the company.
Response: research in progress future addendum
4. Please provide a copy of your most recent financials (balance sheet, income statement, budget vs. actual, any other relevant financial reports typically provided to your manager).
Response: research in progress future addendum
5. What is the actual amount paid for last year's accounting services?
Response: N/A
6. What is the budgeted amount for this year's accounting services?
Response: N/A
7. How many sources of revenue does the Organization currently have?
Response: research in progress future addendum
8. How many employees does the Organization employ?
Response: the employs 32 employees; including Commissioners
9. Will we assist the Organization with payroll and payroll tax calculations and filings?
Response: Yes, the selected firm would be assisting in Payroll

10. Number of Checks Issued per Month?

Response: research in progress future addendum

11. Number of Grants and Amounts?

Response: research in progress future addendum

12. Number of Financial Statements?

Response: research in progress future addendum

13. Is there a Reserve?

Response: Yes,

14. Number of Loans?

Response: research in progress future addendum

15. Other than Grants, is it necessary to detail cash receipts by Donor Name?

Response: research in progress future addendum

16. What accounting software does the City currently use?

Response: Yes, DENLI, However, the Town is in the Process of an Enterprise Resource Planning

17. Do you have a Line of Credit?

Response: research in progress future addendum

18. Is the Town of Pembroke Park open to employing an online accounting package?

Response: research in progress future addendum

19. Is the Town of Pembroke Park requiring a local CPA firm to perform the accounting services professional services on-site?

Response: Preferred but not required. However, periodic onsite visits would be required.

20. Please advise us on the current Accounting services vendor, if any.

Response: N/A

21. Please advise on the monthly budgeted amount for the accounting services

Response: N/A

22. Please advise on the exact amount paid for accounting services over the past 2 years.

Response: N/A