



**Marjaree Mason Center
Audit Services RFP
Submitted Questions and Answers
Posted: May 28, 2024**

1. Are there any significant operational changes from prior year?
 - a. No significant operational changes during the year. We are currently renovating a building off of Bullard and Maroa where we will end up moving most staff to in January 2025. We are also working with a New Market Tax Credit Advisor to see if we are able to receive a savings on our building project.

2. Did the organization issue any new debt during the current year?
 - a. Going into the fiscal year, we had a \$2 million loan that was due December 2023. That was paid off. We have a \$7m line of credit that expires December 2025 for the Bullard Site.

3. Did the organization receive any significant new federal grants that were different from the prior year?
 - a. Yes
 - i. \$850,000 in Federal appropriations for the Bullard site.
 - ii. \$4.7 million in ARPA funds from the County of Fresno. I would expect half of that spent by the fiscal year is over for renovations at Bullard.

4. Are the compliance records for the federal award programs kept at the administrative office?
 - a. Yes

5. Does the organization have a “program officer” who is knowledgeable about the federal and state grants.
 - a. Yes
 - b. Leticia Campos- Chief Programs Officer. Over 10 years experience at MMC working with grants.
 - c. Laura Lopez- Housing Manager . Over 14 years overseeing grants for the Housing department.

6. Were there any internal control or compliance findings in the prior year audit?
 - a. Yes, we received a finding for not doing procurement on our database software and janitorial service.

7. Have there been any changes in finance department personnel in the current fiscal year?
 - a. Yes, the Staff Accountant went to go work at MBS Accountancy in December 2023. The position was filled in February 2024.

8. Please list the key staff members in finance and their years of experience with the organization.
 - a. Marcus Martin, Chief Financial Officer- 18 years at MMC

- b. Alicia Nungaray- Staff Accountant- 3 months at MMC
 - c. Yvette Morones- Accounting Specialists (A/P and Payroll)- 18 years at MMC
9. Do you expect any retirements of key personnel in finance?
- a. No
10. Have there been any changes in other senior management positions at the organization in the current fiscal year?
- a. Yes, we hired a COO for the first time in August 2023 and she resigned as of 4/4/2024. This position is still open.
11. How many audit adjustments were proposed by the auditors for the 2023 audit?
- a. Three
12. How many journal entries did the organization propose after the start of audit fieldwork?
- a. Three, all related to invoices that came in after the fiscal year was closed and the financials had been presented to the Board of Directors.
13. In general, what were the audit adjustments related to?
- a. The adjustments proposed by our Auditors:
 - i. Correct Contributions Revenue that was received past September 30th. This journal entry was passed on because MMC didn't know that the revenue would be coming in. The check was dated September 2023. \$112,000
 - ii. Leasing standards- ROU: this journal entry was passed due to immaterial \$108,900
 - iii. Adjustment of long-term pledges receivable to their discounted value. \$108,000 passed also
14. How many auditors were assigned to the organization's audit last year and how many days did they spend onsite?
- a. Three
 - i. Assurance Manager-
 - ii. Assurance Senior
 - iii. Accountant (not sure of their correct title)
15. What is the reason that the organization is going out to bid?
- a. We haven't gone out to bid in a long time. It has been longer than 10 years. We have been with the same firm the entire time, but they had name changes and we had two different Partners working on our audit.
16. Did you have any disagreements with the prior auditors?
- a. None. We have never had a disagreement with any of Moss Adams' employees. I enjoy working with them.

17. When are the books closed and ready for audit?
 - a. Last week of October. I would usually upload PBC files on Sharefile during the first week of November and the full audit will start 2nd week of November. During the past 2 fiscal years, Moss Adams would conduct some control tests in July and August in order for the audit to be fully complete by mid-January. Since 2020, the audit has been completed virtually.
18. Could you please provide details on the audit fees incurred in the previous fiscal year?
 - a. We haven't finished our 990, but I'm expecting \$56,000 for the audit and 990 tax return combination.
19. If applicable, could you provide insights into the reasons behind the change in auditors from the prior fiscal year?
 - a. We haven't gone out to bid in a long time. It has been longer than 10 years. We have been with the same firm the entire time, but they had name changes and we had two different Partners working on our audit.
20. Were there any disagreements or disputes with the prior auditor that we should be aware of?
 - a. None. We have never had a disagreement with any of Moss Adams' employees. I enjoy working with them.
21. In your experience, what were the most challenging aspects of the audit process during the previous engagement?
 - a. Making sure the January deadline is met. I think with new Auditors, is just making sure I understand what is fully needed from the PBC list.
22. Only question I have is which grant and funding source is the \$4.7M is the rescue act funds?
 - a. That is the county of Fresno ARPA funds to be used for renovations of the Bullard site. I'm hoping we will be able to use all funds in this fiscal year