

1) Would you expect the services to be provided on-site at your office?

We are flexible on this. We do have a dedicated office and computer at our office. We feel having someone that can come to our site periodically is preferred.

2) Do you anticipate the that hours required for outsourced services would be similar to hour worked by your current employee?

Yes – we feel that is the case.

3) When is the audit fieldwork done?

We begin prepping for audit in January – field work takes place in the spring usually late March or early April.

4) Are there other employees who do any accounting related work now? The RFP mentions “manage and oversee” accounts receivable and payable-does that mean manage your staff or manage our staff doing that work?

No – we do not have accounting staff. This means your staff doing the work.

5) The outside service provider would be the ones cutting the checks for your staff’s signatures?

Yes – this is correct.

6) For Vibrant Kalamazoo, the auditor would continue to prepare the 990?

Yes this is correct

7) Are there any times of year when the current Finance Manager is busier than others? When are those times? Budget prep & audit prep? Others?

Our budget needs to be passed by our board in early October so budget work takes place in August/September. This might be a bit busier. Audit prep and being available for the auditors in late winter early spring tends to be busier. Last year the audit was conducted remotely. Rehman is under contract for the 2021 audit and performed the 2019 and 2020 audit.

8) Who will make deposits? Your staff or service provider?

We anticipate the service provider will make deposits – however we can discuss this.

9) For the properties managed by Intrepid, is that activity added to the GL monthly by JE or kept separate until audit time?

Trial balances from Intrepid managed properties are included at audit time only.