



ADDENDUM #1

RFP 01-0006 -Audit Services

This addendum is being issued to answer the following questions received.

Q1. How would one obtain a copy of the City's June 30, 2012 financial statements?

**A1 One may find statements on our website ([www.commercega.org](http://www.commercega.org)) under the “about us/documents” section.**

Q2 How would one obtain a copy of the City's June 30, 2012 Management Letter (provided to the City by your external auditors)?

**A2 One may find our 2012 reports on our website ([www.commercega.org](http://www.commercega.org)) under the “about us/documents” section, this section will have the management letter from the auditors in it.**

Q3 How would one obtain a copy of the City's single audit report or GAS Report which has any findings reported by your external auditor to the City?

**A3 One may find our 2012 reports on our website ([www.commercega.org](http://www.commercega.org)) under the “about us/documents” section.**

Q4 How many journal entries were proposed by the external auditor for City's June 30, 2012 external audit?

**A4 Last year we had 32 total audit entries proposed for all funds.**

Q5 Does the City maintain its own capital asset detail listing?

**A5 Annually the City remits all capital items to the auditor who compiles the information and remits a capital listing to the City at the end of the audit. The city will maintain its own capital reports upon an upgrade of its financial management software. There is no available timeframe of when such a change will take place.**

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Thomas Heffernan  
Purchasing Agent  
City of Commerce

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_