



MERIDIAN TOWNSHIP AUDIT SERVICES RFP QUESTIONS AND ANSWERS

Q: Provide annual audit fees paid by the Township for 2024 and 2025 audit cycles.

- **A: Invoices paid by the Township are publicly available in the Township Board packet and can be found on the Township's website. [Township Board | Meridian Township](#)**

Q: Why is the Township going out for audit proposals?

- **A: Township policy requires the issuance of a request for proposals for audit services every 5 years.**

Q: Has your prior audit firms been invited to respond to this RFP? If not, why not?

- **A: Yes**

Q: Do you anticipate that your current audit firms will propose? If not, why not?

- **A: Yes**

Q: How is the current fieldwork for all segments performed between in-person, hybrid or remote? What, if any, concerns does the Township have with remote approach?

- **A: Current fieldwork has been performed using a hybrid approach, including both in person and remote work. The Township does not have concerns with a remote approach.**

Q: Were there any instances of known or suspected fraud within the Township or related organizations over the last year?

- **A: No**

Q: For 2025, what were the total audit hours to complete the audit for the Township and how many auditors were involved?

- **A: The township is unable to provide this information**

Q: Has the current auditor charged the Township fees outside the scope of the audits in the past several years? If so, what is the nature of this and the amount of fees?

- **A: No**

Q: What is the typical timing of preliminary and final fieldwork for the Township?

- **A: Preliminary field work can start any time after March 31st. All required reports are due to the State of Michigan by June 30th.**

Q: Does the Township use a portal to share work papers with its audit firms? If not, are you open to using such a tool?

- **A: Yes**

Q: Have you encountered any difficulties with your audits in prior years? If so, please describe.

- **A: No, the Township has received clean audits and recognized by GFOA.**

Q: Does the Township have internal control documentation of key accounting cycles (disbursements, payroll, taxes, etc.)? If so, in what format (narratives, flowcharts, other)?

- **A: The majority of the Township's internal control documentation is maintained in narrative format.**

Q: In regards to above – are the internal controls the same across the related organizations (i.e. component units)? If not, are there any that are? If so, which ones?

- **A: Yes, they are consistent.**

Q: How does the Township maintain their capital assets data?

- **A: The current audit firm collects capital assets information from the Township, compiles it into a worksheet, and provides the Township with a report.**

Q: Are there any major anticipated changes in the Township's operations or organization that will significantly impact the audit?

- **A: No**

Q: Have there been any changes in management or accounting staff since last year? Do you anticipate any changes in the near future?

- **A: No**

Q: If your audit was completed remotely last year, what went well? What improvements would you like to see made to the process?

- **A: The audit was completed using a hybrid approach. When the audit team was not on site, audit procedures were performed remotely. Open communication throughout the process worked well.**

Q: Were there any proposed audit journal entries for the Township and/or related organizations financial statements for 2024 and 2025? If so, how many for each year? Please provide copies or a summary of what they were related to?

- **A: Yes. The number of proposed audit journal entries varies year to year. Entries generally relate to year-end adjustments or requested corrections.**

Q: Do you anticipate any large capital asset projects in 2026? If so, how much and what for?

- **A: Yes, you can find anticipated costs listed in our budget. That can be found on our website [Budget & Finance | Meridian Township](#)**

Q: Who prepares the Township's financial statements? Please confirm it is the audit firm.

- **A: The audit firm prepares the Township's financial statements.**

Q: Will the Township require an audit of federal programs for 2026? If so, what is the total expected expenditures for 2026?

- **A: This is unknown at this time; however, an audit of federal programs may be required.**

Q: Provide the current active engagement letter between Meridian Township and Yeo & Yeo.

- **A: Information regarding engagement letters is publicly available in the Township board packets, which are posted on the Township's website. [Township Board | Meridian Township](#)**