

**REQUEST FOR PROPOSAL FOR AUDITING SERVICES
ADDENDUM NO. 1
NOVEMBER 30, 2018**

1. Are the December 31, 2017 audited financial statements available? Where may we obtain a copy?
Response: The audited financial statements for the period ending December 31, 2017 are available and can be found on the South Jersey Port Corporation (SJPC) website.
<http://southjerseyport.com/news/publications/>
2. How many audit & post-closing adjustments were made for the year ended December 31, 2017?
Response: The 2017 audit had approximately 40 adjustments; which were mainly interfund entries.
3. When are your books typically closed and ready for the auditor?
Response: Annually, the books are closed for the preceding year and ready for the auditor by mid-March.
4. How many SJPC accounting personnel, and at what level, are involved in the preparation of the financial statements and Schedule of Expenditures of Federal Awards?
Response: There is one (1) staff member, the Chief Financial Officer, who is involved in the preparation of financial statements and Schedule of Expenditures of Federal Audits.
5. Are there any disagreements between SJPC and the current auditing firm?
Response: There are no issues with the current auditing firm.
6. Do you expect any significant changes in federal funding or the number of major programs that might impact the Single Audit of the current fiscal year?
Response: We do not expect any significant changes to federal funding or the number of major programs that would impact the Single Audit of the current fiscal year.
7. Will the auditor be able to download the SJPC general ledger electronically?
Response: SJPC can supply the general ledger electronically.
8. Will inquiry reports and access to your financial software be provided to the auditor? Response: Staff will produce reports upon request.
9. What were the prior audit fees for the: Financial Audit, Single Audit, and additional services (if any)?
Response: The annual fee for auditing services for 2017 was \$43,000.
10. Were there any additional billings beyond the contract fee?
Response: Yes. There was a \$10,000 consent fee as a result of the 2017 bond issue.
11. Does the SJPC permit/encourage sub-contracting or joint ventures, particularly with DBE firms?
Response: SJPC is neutral on whether a vendor proposes a sub-contracting or joint venture.

12. Typically, how many audit personnel are on-site for preliminary and final fieldwork, and how many weeks are they on-site? What has been the timing for preliminary and year-end audit work in the past?

Response: In the past, it has been typical for the vendor to have 2-3 audit personnel on-site for 3-4 weeks; perform preliminary work early December; and mid-March for year-end audit.

13. Was there any new debt issued in the current fiscal year?

Response: No. The last bond issue was in 2017.

14. Have there been any large or unusual transactions in 2018?

Response: There have not been any large or unusual transactions in 2018.

15. Does SJPC have any plans that might affect the scope of the 2018 audit?

Response: There are no plans that might affect the scope of the 2018 audit.

16. Is your revenue system automated?

Response: Yes, the revenue system is automated.

17. What accounting and financial software does the SJPC use?

Response: The accounting/financial management system software is an Open Systems product called Traverse.

18. Do you use third party service providers for your books and records?

Response: Yes, SJPC uses a payroll vendor; Complete Payroll Resources.

19. Does the SJPC staff or the auditor put the financial statements together?

Response: The auditor develops the financial statements.

20. Are accounting processes centralized or separate among the various port locations? If separate, is separate accounting software used?

Response: The accounting processes are centralized.