City of Burnsville
Request for Proposal Questions - Audit Services
Updated 9/11/2025

Question	Response
1. Request for a copy of the most recent audit.	The 2024 ACFR is available on the City website at https://www.burnsvillemn.gov/97/Finance
2. What financial software are you using?	We are using Tyler New World .NET platform. This information is listed in section III-Description of the City of Burnsville of the RFP.
3. What are your current audit fees?	2024: $38,750 base contact, $4,000 single audit, $6,900 additional charges for GASB implementation assistance and new debt issuance
4. Any single audits expected in the near future?	No single audit anticipated in 2025. City is pursuing a Fire SAFER grant (ALN 97.083) which, if awarded, would result in a single audit. City has previously had construction related federal awards, not reaching single audit threshold at this time.
5. Does the City prefer fieldwork be performed on-site, remotely, or a hybrid of the two?	Strong on-site presence is preferred for fieldwork.
6. Have there been any significant changes to the City's operations over the past year?	No significant changes in operations.
7. Is there a part of the audit process that you would like to see improved?	We are satisfied with the current audit process and we are interested in audit firm preparation of the ACFR.
8. Have there been any significant changes in key staff that would affect the audit?	No significant changes in audit staff.
9. Are you open to meeting to discuss questions regarding the RFP prior to submitting a proposal?	We would prefer all question in writing. Written questions and answers ensures everyone receives the same information.
10. Do you provide completed adjusting journal entires internally, or is that something your auditor typically performs?	We mainly do our own calculations and adjusting entries, with the exception of PERA GASB-68 GERF and PEPPF entries and collaborating on calculations for the Government-Wide Net Investments in Capital Assets.
11. How many proposals do you expect to have for this RFP process?	We've had strong interest, so we anticipate multiple responses but quality and fit are more important than quantity.
12. What are your financial goals for the upcoming year? Are the goals tied to a strategic plan, long-term plan, and/or CIP?	We have a 5-year plan in our 2025. The budget document can be found here: https://www.burnsvillemn.gov/DocumentCenter/View/31291
13. How do you measure success in your organization?	Our organizational values are collaboration, innovation, and excellence.
14. What are your major challenges?	Effectively managing resource pressures.
15. What are your communications strategies with the council?	We report our audit results directly to the council.
16. What is driving exploring ERP solution options as noted in the RFP?	Possible sunsetting of our existing ERP system and needed increased HR functionality.
17. How is your relationship with your current CPA firm: 1. Remote or on-site? 2. How often do you talk to them outside the scheduled services? 3. What is the biggest value they bring to the orgnaization?	1. Preliminary and field work are mainly on-site. 2. Occasional contact outside of audit communications. 3. Third-party evaluation of our financial status and access to technical information and guidance.
18. How would you define an excellent or ideal relationship with your CPA firm?	We are looking for a partner in providing a strong financial environment.
19. What would you like to and expect to see stay the same?	Our current CPA firm provides guidance and training on new implementations.

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20. What would you say is the biggest factor in selecting a new CPA firm?	Fit and value of the audit firm.
21. What are the most important benefits of the audit for your organization?	Third-party evaluation of our financial status and access to technical information and guidance.
22. Why is the City seeking a proposal for the auditor to prepare the ACFR and what will the decision be based on?	We are always looking for more effective and efficient uses of resources.
23. What software does the city currently use to prepare the ACFR?	New World .NET ERP system, Excel workpapers, and Workiva for ACFR publication
24. Is the ACFR proposal needed in a separate document or can we combine and include in the audit proposal?	The dollar cost proposal (Appendix B and/or C) can be submitted along with the audit proposal or as a separate document.
25. How many years of construction is the Police/City Hall project?	Police City Hall construction is projected to last thru December 2027.
26. Do you anticipate any challenges with future projects and developments within the City?	Nothing outside our normal course of business.
27. Does the City anticipate the audit firm's assistance with recording GASB 68 PERA and GASB 75 OPEB journal entries?	Yes, we anticipate the same level or service on these items.
28. Does the City plan to continue using DebtBook or calculating your own liabilities for GASB 87 and GASB 96 journal entries (amortization schedules, etc). Or does the City anticipate assistance in this area?	Yes, we plan to calculate our own liabilities for GASB 87 and GASB 96.
29. If the City contracts with the audit firm to draft the ACFR, will the City be able to provide account groupings from the current financial software in advance of audit fieldwork to properly set up the financial statements prior to audit?	Our current ERP software creates the modified accrual statements.
30. The proposal noted the City is in the early stages of exploring ERP solution options. Do you anticipate a change within the 5 year proposal?	Yes, it is highly probably by the end of the 5 year proposal.
31. The City's Capital Improvements Plan notes $32 million of federal funding in 2027. Is that anticipated to be spent over several years?	The $32 million of federal funding for the Nicollet/Highway 13 project will be administered by the State of Minnesota.