



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99687  
PHONE: (907) 373-9050  
FAX: (907) 373-0788

### INFORMATION MEMORANDUM NO. 90-04

FROM: Finance Director

DATE: January 4, 1990

SUBJECT: Auditor Finalists Request for Information

Attached is a copy of the letter sent to each of the Auditor Finalists requesting further information and their submitted responses.

Please remember the Special Council meeting at 7:00 p.m., January 15 to interview these three firms.

If any of you have any advance questions that you want these firms ready to respond to I will be glad to forward them.

  
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Erling P. Nelson, CMC  
Finance Director

EPN/mdh

Attachments



## CITY OF WASILLA

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December 1, 1989

Dear Sir:

I would sincerely like to thank your firm for responding to the RFP for Auditing Services. Upon receipt of the proposals the City Council formed an Audit Review Committee consisting of Nick Carney, Chairman, Dorothy Smith, Vice Chairman and Pat Carter. The Committee reported back to the full Council with their recommendation on November 13, 1989.

Based on the Committee's recommendation, the full Council selected the firms of Cook & Haugeberg, Touche Ross and Price Waterhouse for further consideration.

We would like you to assume the following in responding below:

### Requirements of the Council

1. Regular Audit to meet all local State and Federal requirements due by October 15th of each year.
2. State Single Audit, due by March 1 of each year if not combined with regular Audit.
3. Federal Single Audit, due by March 1 of each year if not combined with regular Audit.
4. Management Letter, due by November 15th of each year.
5. Preparation of Final Financial Statements, and
6. Preparation of Audit Adjusting Entries.

Based on the requirements above please submit by December 31, 1989:

1. An estimated cost for each year FY-90 through FY-94. Please submit in detail for each year showing the number of hours estimated times the cost and by partner, supervisor, etc., travel costs and incidentals.

2. A statement confirming the Firms agreement to appear at a special meeting of the Wasilla City Council January 15, 1990 for a personal interview.

I have enclosed a copy of our FY-89 Audit for your review. If you would like further information concerning City operations call or write one of the following:

Finance Director	- Erling P. Nelson	373-9065
Accounts Payable Clerk	- Carol Port	373-9060
Accounts Receivable Clerk	- April Hjellen	373-9061

Additional Tasks - Non Auditing

The Administration may ask for accounting assistance on specific tasks or projects i.e. Certificate of Conformance from GFOA by end of 5 year auditing cycle is primary goal of Administration. Please submit a rate schedule for these type projects, but do not include in Audit estimate.

Sincerely,

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Dorothy L. Smith  
Vice Chairman  
Audit Review Committee

DLS:EPN/mdh