



**Abilene HA RFP# AHA-2025-010 Fee Accounting Services
Addendum #1 – Answers to Questions
Issued October 17, 2025**

Please see the answers to the questions below.

1. What accounting software does the AHA use? **None, we use the accounting system provided by the current Fee Accountant.**
2. How many personnel are involved in AHA's accounting functions? **Two.**
3. Do you currently use a fee accountant, and if so, is the current scope of services similar to the one being requested? **Yes, same as stated on the RFP.**
4. Are the books and reporting up to date? If not, how many months of accounting needs to be caught up? **Yes, we are working on the fiscal year-end closing.**
5. What is the expected timeframe for the delivery of monthly financial statements to the board? **Two weeks after the end of the month.**
6. Can the AHA provide access to online banking and the payroll system to the fee accountant? **Yes, for the online banking. AHA uses an outside vendor for payroll.**
7. What payroll service does AHA use for payroll processing? Or is it managed in-house? **No, AHA uses an outside PEO for payroll and HR services.**
8. Does the AHA have a written set of accounting policies and procedures? **Yes.**
9. Can we get copies of the most recent 990s in order to get a price quote for the RFP proposal? **No, our PEO handles all 990 forms, and this service is not part of the scope listed in the RFP.**
10. Do you have access to prior year-end workpapers electronically (i.e., balance sheet support, including fixed asset schedules)? **Yes.**

Abilene HA RFP# AHA-2025-010 Fee Accounting Services
Addendum #1 – Answers to Questions
Issued October 17, 2025

11. What is the preferred mode of service delivery—on-site, remote, or hybrid? [Provide an electronic copy of the Financials via email\(s\) on a monthly basis.](#)
12. What is your budget for these services? [We have a flexible budget.](#)
13. Do you have any on-site accountants managing accounts payable and receivable? [Yes.](#)
14. How many bank accounts will the Fee accountant be responsible for reconciling? [Three checking accounts. Others are savings accounts.](#)
15. How many payables does the Authority process monthly, along with an estimate of how many deposits occur monthly? [Average of 70 and 80 AP checks. And 15 to 20 monthly deposits.](#)
16. Does the Authority want a monthly board report inclusive of financial reports by program and budget vs actual? [Yes.](#)
17. Does the Authority want the Fee accountant to prepare and submit the VMS each month? [No.](#)
18. When is the anticipated award date? [By February 2026.](#)
19. Will services be needed for the FY 2025 Unaudited FDS/REAC submission? [Yes.](#)

End of Addendum