



**LANSINGBURGH**  
— CENTRAL SCHOOL DISTRICT —

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**ADDENDUM #1**

**Date:** March 24, 2024  
**To:** All Vendors  
**From:** Linda Klime  
Purchasing Agent  
**Subject:** Addendum #1 – RFP 23-002

Pursuant to the terms of the Independent Auditing Services Specifications issued by the Lansingburgh Central School District for the Independent Auditing Services RFP with a due date of April 11, 2024, this Addendum #1 will clarify or modify certain identified aspects of the Specifications. This Addendum is made a part of the contract and is enforceable under the same terms and conditions as the original Specifications.

Whenever a page number, section or appendix is referred to in the following modifications/clarification, the page, section, or appendix refers to the AC Maintenance Specifications as issued for the Lansingburgh Central School District RFP and as described above. In locations where paragraph numbers are identified, they are identified utilizing the paragraph symbol (¶) and the paragraph number refers to the full paragraphs on the designated page (not carry-over paragraphs from the previous page).

**Q1. May we please receive a copy of the prior year's financial statement?**

Yes. All audits are posted on the District's website under the Business and Finance section for Audits and Financial Statements.

**Q2. How many auditors are typically in the field each year and for approximately how many days?**

Typically, there are two to three auditors in the field for two days in June for preliminary work. This is followed by a week of two to three auditors after the year end June 30..

**Q3. What is the fee for the prior year's services?**

The District paid \$20,000 for the 2022-2023 audit.

**Q4. Who is responsible for preparing the financial statements and notes?**

The awardee will be responsible for preparing the financial statements and notes as well as conducting the Single Audit for federal grants and submitting that information to the Federal Clearinghouse.

**Q5. What is the typical timing of fieldwork each year?**

Typically, fieldwork consists of two days in June for preliminary work followed by a week after the end of the fiscal year June 30.

**Q6. How many adjusting entries were there in the prior year?**

Any adjustments needed are communicated to District staff and recorded during the audit.

**Q7. Is there a specific number of hard copies of our proposal you would like us to submit?**

One hard copy will be sufficient.

**Reminder - all proposals must be submitted by April 11, 2024 2PM. Late proposals will not be accepted.**