

## St. Louis City Senior Fund

### Response to Questions

4/17/2026

1. What accounting system/general ledger is used, and do you have an established monthly/annual close checklist (including reconciliation of property tax receipts and grant disbursements)?
  - The accounting system we use is QuickBooks Online on an accrual basis. We do have an established monthly and annual close checklist.
2. You note the Senior Fund contracts out for accounting services. Will that provider assist in preparing schedules/PBC items, and will they be available during fieldwork?
  - Yes, Anders will assist with audit prep work and will be available during fieldwork.
3. Are any of the selection criteria weighted (experience, timeline, cost, etc.), and is “proven commitment to diversity and serving the City of St. Louis” scored separately or pass/fail?
  - The proven commitment to diversity and serving the City of St. Louis is important but scored separately from the other criteria.
4. For the diversity/City commitment criterion, what types of documentation/examples are most persuasive (e.g., local staffing presence, supplier diversity, community involvement, DEI metrics)?
  - We appreciate any examples a potential auditor could provide, including all of the examples referenced. We understand that the ability to perform the work is most important, but we value partners who represent and reflect the community we serve.
5. Has the Senior Fund consistently met the targeted December issuance date in prior audit years? If not, what were the primary factors (e.g., staffing changes, availability of schedules, complexity of transactions, auditor capacity, or other considerations)?
  - Our goal has been a December issuance, but we frequently issue in January. The primary factors have been 1) our prior contracted accountant had limited flexibility, 2) as a grantmaking organization, our final grant reports are due July 31, and there are frequently organizations that need to provide additional information or are late, and 3) the holidays
6. From your experience, what elements of the audit have been the most challenging or time-sensitive in meeting the December timeline?

- As mentioned above, the most challenging aspect has been getting all the grant reports completed to fully close out the fiscal year.
7. Do you anticipate any changes to staffing, systems, or internal processes during FY2026–FY2028 that could affect audit timing or readiness?
    - No, we have created new processes and procedures in the past year and a half and do not anticipate any changes that could affect audit timing and readiness.
  8. Do you have a preferred audit delivery model (fully remote, fully onsite, or hybrid)?
    - Prior to the pandemic, our audits were hybrid. Since then, we have transitioned our files online and have completed fully remote audits that have worked well for all parties.
  9. If onsite work is preferred or expected, approximately how many days onsite do you anticipate, and at what point in the audit cycle (planning vs. fieldwork vs. closeout)?
    - We do not expect on-site work but welcome the auditors to meet with the Fiscal Committee and present to the Board in person if they would prefer.
  10. Are you comfortable with secure portals and remote collaboration tools for PBC requests, walkthroughs, and status meetings, or do you have any specific preferences or constraints?
    - Yes, we have used secure portals and remote collaboration in the past and are comfortable with it.
  11. How would you describe the type of relationship you are seeking with your audit firm (e.g., compliance-focused, advisory-minded, highly collaborative, mostly independent with periodic touchpoints)?
    - As a political subdivision, compliance is very important to us. We are familiar with working independently with periodic touchpoints. We also have requested and relied on our auditor’s opinion when considering financial and/or policy changes between audits. We would appreciate continued support in that area.
  12. What cadence and format of communication do you find most effective (e.g., weekly status calls during fieldwork, written status reports, ad hoc check-ins)?
    - We are comfortable with most forms of communication. We would like a kick-off meeting before fieldwork to understand roles and expectations. Beyond that, we are comfortable with regular or ad-hoc check-ins as needed.
  13. How long has the Senior Fund worked with its current auditor, and is this RFP part of a normal rotation or a decision driven by other considerations?

- Senior Fund has worked with its current auditor since the 2019 audit. Our policies require re-releasing RFPs for services on a regular rotation.
14. Are there any aspects of the prior audit experience—process, communication, timeliness, or deliverables—that you would like to see improved with a new auditor?
- We have had a good relationship with our current auditor, and welcome regular communication.
15. What level of interaction does the Board or Fiscal Committee typically expect from the auditor beyond presentation of final results?
- The Board or Fiscal Committee would like an introduction to the auditors and to be informed if concerns arise through fieldwork.
16. Does the Board prefer management letters and audit communications to be strictly compliance-oriented, or more educational and forward-looking where appropriate?
- I think the board would welcome additional education and guidance.