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RFP #20-005  
Fee Accountant and Financial Consulting Services  
Addendum #1

**Question 1.** What are the payroll procedures? Is payroll prepared inhouse or utilizing a third party vendor?

**Response:** The Sanford Housing Authority has a bi-weekly payroll cycle. All employees are paid on every other Friday. Direct deposits will be provided to each full-time employee.

Bi-weekly, as a part of the review process for payroll processing, payroll expenses shall be verified by the Chief Financial Officer against payroll reports and direct deposit reports, and reconciled with checking account reports.

**Payroll Preparation and Timekeeping**

Timecards are to be used by all staff persons and submitted bi-weekly on Friday to their managers. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should never be used in preparing timecards. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction. Timecards shall be signed by the staff person and his/her supervisor. All approved timecards should be submitted to the Human Resources Generalist, who will verify the hours worked. The Human Resources Generalist should report any changes to the Chief Financial Officer. The changes should include but are not limited to changes in pay rates and employment status. The Human Resources Generalist will submit the timecards and applicable notes to the Chief Financial Officer. Chief Financial Officer should then process the time in the software system. The Chief Financial Officer should review the payroll summary report for inappropriate payees or unusual hours. Payroll is prepared in house.

**Question 2.** What are the AP procedures?

**Response:** The Accounting Associate will process accounts payable. In doing so, he/she will ensure that the check amount matches the invoice amount, that all supporting documentation is attached, and that all required signatures have been obtained. The Accounting Associate will provide all checks (to include invoices and any other required supporting documentation) to the Human Resources Generalist to ensure that the check amount and invoice agree. If there are any issues with the agreement of the check amount and invoice, the Human Resources Generalist shall return the item(s) to the Accounting Associate for correction immediately. The Human Resources Generalist shall provide for review and execution, the checks and supporting documentation to the Chief Executive Officer and the other authorized check signer. The Human Resources Generalist shall mail all accounts payable checks. The Human Resources

Generalist shall return the final invoices and supporting documentation to the Accounting Associate for filing.

### **Documentation of Accounts Payable**

The following will be forwarded to the accounting department (invoice/voucher package) and in said order: Purchase Order/Applicable Allocation Spreadsheet, Vendor Invoice, Packing Slip (if applicable) and Purchase requisition (if applicable).

### **Input of Account Payables**

All accounts payable invoices and check vouchers must be received by the Accounting Associate.

Once the accounting department has the invoice/voucher package, the Accounting Associate will ensure that the invoice/voucher package has been properly assembled and reviewed, then he/she will enter the invoice/voucher into the accounts payable module.

The invoice number, current date, due date, and purchase order number must be input into the system.

### **Payment of Accounts Payable**

Every Tuesday accounts payable invoices will be selected for payment according to their terms for payment. Accounts payable should normally be paid within seven days of their payment terms unless otherwise determined by the Chief Executive Officer.

Check processing shall occur bi-weekly at a minimum. Accounting Associate shall print checks. After the checks are printed, they will be matched to the invoice/voucher package and submitted to the Human Resources Generalist for reviewing by Wednesday of the check processing week. The checks will then be submitted to the CFO and the CEO or other authorized check signers to sign. Upon return of the checks to accounting, the original will be mailed to the vendor along with any necessary payment stubs, of each check processing week. The check stub will be attached to the invoice/voucher package and filed by vendor in the vendor folder.

**Question 3.** Who handles bank reconciliations?

**Response:** The third-party fee accountant completes the bank reconciliations.

**Question 4.** How many staff work in the Accounting Department? How long have they worked at the SHA and what are their job titles?

**Response:** SHA has two staff personnel, the CFO and Accounting Associate.

**Question 5.** Who is your current Fee Accountant?

**Response:** The current fee accountant is Lloyd and Associates, CPA.

**Question 6.** What were the prior year fees for fee accounting services?

**Response:** This is a competitive process, so we cannot disclose the prior year fees.

**Question 7.** What accounting program software does the SHA use?

**Response:** SHA uses Scott's Accounting and Computer Services Inc (SACS) software.

**Question 8.** May we please obtain clarification on the due dates for the Financials. SHA is showing both the draft and the final being due no later than the 9<sup>th</sup> each month. Does SHA intend for these dates to be the same?

**Response:** No, the draft date and the final date are not the same. The draft is due no later than the 9<sup>th</sup> of each month. The final financials are due no later than the 19<sup>th</sup> of each month, ten days after the draft is due.

  
Shannon Judd, CEO/Procurement & Contracting Officer

09/15/2020

Date