

RFP 26007 AUDIT SERVICES

Addendum A

Why is the University going out to RFP?

It is the University's common practice to go out for bid on the Audit every 5 years.

Are incumbent auditors permitted to bid? How long have your current auditors been serving the University?

Yes, incumbent auditors may bid. Incumbent auditors have served Washburn University since FY 2010.

What were total audit fees paid for FY 2024 and Fy 2025? Did the incumbent auditors have any additional billings above the initial contract amount?

FY 2024 paid in FY 2025 = \$108,780.00 (additional includes review of GASB 96 and preparation of 990T) (contract \$97,400).

FY 2025 paid in FY 2026 = \$123,250.00 (additional includes review of GASB 96, preparation of 990T, and bond entries) (contract \$99,800).

Were any management comments / reportable control deficiencies reported in 2025? If so, please provide a copy of the letter(s)?

N/A

Were there any adjusting or passed journal entries identified during the FY25 audit? If so, how many and what did they relate to?

None of materiality.

Any significant audit issues / areas that have caused delays?

No.

The RFP indicates the required completion date is October 15th. However, the University's financial statements have not historically been issued until mid-December. What is changing on the University's side to ensure the earlier completion date?

The audit and financial statements are issued in draft form to the Washburn Board of Regents at the October Board Meeting. That is considered the completion date for this purpose.

Does the University maintain documentation of its processes and controls over significant transaction cycles such as payroll, cash disbursements, tuition and auxiliary billings, etc.?

Yes.

What third party service providers does the University use (insurance claims, etc.)?

Washburn University is self-insured for employee health insurance and utilizes Blue Cross and Blue Shield of Kansas for administration. Washburn University utilizes Global Payments/ TSYS, TouchNet, Authorize.net, Stripe for the processing of credit and debit card transactions. Washburn contracts with third party collection agencies (Conserve, General Revenue Corp, University Accounting Service LLC and/or Williams & Fudge Inc) for the collection of past due accounts.

Please describe any significant anticipated transactions that may occur in the near future (such as capital campaigns, implementation of new software, new buildings, new debt or current debt restructuring).

FY 2026 includes a bond issue. Washburn is a thriving University that includes many current and projected capital improvements.

Has the FY 2025 single audit been issued? If so, please provide a copy. If not, what major programs are currently under audit for FY 2025?

Yes, Washburn's single audit is done in conjunction with the financial audit and has been issued. It is available on our website at: <https://www.washburn.edu/faculty-staff/finance-office/index.html>.

Are there any significant funding changes anticipated for FY 2026?

No.

Have there been any monitoring reports received from oversight agencies?

Not in FY 2025.

Has an IT specialist been used in the past to audit IT general controls and systems? If so, when was the last time this was performed?

Washburn IT has been involved in our previous audits; however, we are not aware of having an IT specialist audit Financial IT system directly. Washburn IT has worked with external companies to perform network penetration tests and overall IT security reviews.

Is the University using software for tracking the leases and SBITAs? If yes, please provide the name of the software and if it is integrated with the general ledger.

Yes, tracking through Ellucian Banner Software.

Do all subsidiary programs – i.e. payroll processing, fixed asset management programs, etc. – integrate with the general ledger?

Yes, all handled through Ellucian Banner Software.

How does the University track fixed assets?

Through Ellucian Banner Software.

Do you anticipate any major IT transitions or improvements in the next 3 years?

Will be issuing an RFP for process improvements and efficiencies with current software provider soon. No changes in major software provider planned in the next 3 years.

What is the typical prelim and fieldwork duration?

Unsure on typical due to newness of current staffing both at Audit firm and University.

How many auditors are normally in the field and/or remote?

This year there were two main auditors with an additional lead that worked on Washburn's audit. Others assisted with various parts of the process.

When will the final adjusted trial balances be provided to the auditor?

Washburn's final adjusted trial balances will be available by mid-September at the latest.

When does the University have both prelim and final SEFAs available for the auditors?

Washburn's preliminary SEFA will be available by mid-August at the latest, Final – mid September.

Does the University anticipate having any new bond issues in the next 2 years?

Yes.

What firm(s) audit the following related parties? When are those audit reports typically issued?

a. Washburn University Foundation (discretely presented component unit)

Aprio Advisory Group, LLC f.k.a. Mize CPAs Inc., received Oct 15, 2025 this year.

b. Washburn Law School Foundation (discretely presented component unit)

Aprio Advisory Group, LLC f.k.a. Mize CPAs Inc., received Oct 15, 2025 this year.

What type of assistance will the University need from the auditors for implementation of new GASB standards, specifically GASB 103, Financial Reporting Model Improvements, which is effective for FY 2026?

The University will need oversight guidance and review. Accounting staff will be attending training on the new standards and implementing changes.

Given the current industry practice and the ongoing shortage of skilled staff, _____ has been utilizing offshore resources to meet project demands effectively by incorporating a 24-hour audit cycle. Are you comfortable with the use of offshore resources for this project? If not, please provide your concerns and any specific requirements you may have regarding resource allocation.

Our office is open 8am-5pm central time. As long as that works with a 24-hour audit cycle, that shouldn't be a concern.

Have the current auditor's obtained access to existing University IT systems?

They have not. We utilize screen sharing and walking through processes. We also utilize a portal provided by the current auditors for document sharing.

Do you have a mandatory firm rotation of audit firm?

Washburn does not have a mandatory firm rotation.

Have there been any significant changes in the finance and administration team at the University in the past year?

The Vice President for Administration and Treasurer has been in their role with Washburn University since November 2021. The Assistant Vice President of Finance has also been in their role several years. Lower-level positions such as the Director of Accounting is new as of April 28th, 2025 and the Assistant Controller as of January 28th, 2026.

Has the primary software used by the University for financial and student financial aid changed in the last 5 years? What software is used?

Washburn has not changed software in the last 5 years. Ellucian Banner is the software used for finance and student financial aid.

Have the IT general controls been effective in the past year? Have there been any IT breaches or successful phishing schemes?

IT general controls have been effective and we are not aware of any successful phishing schemes or breaches.

Were there any major IT University failures or issues noted during the current fiscal year or previous fiscal years?

There were not any major IT failures or issues in the past two years.

Are there any planned changes to the current IT environment?

No significant IT environment changes are planned.

Have there been any regulatory audits performed or initiated in the past year? If so, have any outcomes been communicated?

No, N/A.

What is the University's preferred timing for interim and final fieldwork?

August – October.

What does the University like and what would the University want to change in regard to the current audit process?

Washburn University is satisfied with the current audit process.

What are the biggest issues currently being faced by the University or the finance department?

Washburn University continues to grow and thrive.

Are there any specific accounting or auditing concerns? What, if any, new regulations, standards or issues may cause the University concern for the upcoming year?

GASB Statement No. 103, Reporting Model Improvements will become effective for FY 2026.

Have there been any known instances of fraud, illegal acts, or material instances of noncompliance during the current fiscal year or in the previous two fiscal years?

None.

Are there any significant changes in state, local or federal funding for the current fiscal year? Any known changes to upcoming years?

No significant changes anticipated.

Have there been any issues with the current auditor?

No.

What are you looking for in an auditor (relationship, technical guidance, etc.)?

Thorough independent review and technical guidance as needed.

What were the audit fees and hours in the prior year by service? How many hours were utilized of internal audit (if any), and what was the focus of procedures performed?

FY 2025 paid in FY 2026 = \$123,250.00 (additional includes review of GASB 96, preparation of 990T, and bond entries) (contract \$99,800), hour utilization not available.

To what extent has the prior audit team utilized the internal audit department for testing? If utilized for procedures, please provide the areas of test work performed by internal auditors.

No work by internal auditors.

Has the audit been performed remotely? And what is the preference of the Finance team?

Yes. Either remote or in-person is acceptable.

How many audit adjustments have the auditors proposed in the past? How many adjustments have been booked and how many have been reported as uncorrected audit adjustments?

All material adjustments proposed are booked. Adjustments are generally very minimal, if any.

Does the University have plans for unusual transactions in the near future?

Bond transactions are infrequent for Washburn University, but there is a bond issue for FY2026.

Does the University expect on-site presentations to the Board of Regents' Audit Committee and/or or can they be accomplished remotely? The same with entrance and exit conferences?

Remote is ok for field work, but an in-person presentation for the board is requested.

Has the incumbent firm been invited to bid on this RFP?

Yes.

For Washburn University Foundation and the Washburn Law School Foundation, when does the report issue typically? And when is a draft provided usually.

See above.

Any significant exceptions noted in the NCAA AUP? When is fieldwork performed typically?

No exceptions. Fieldwork is normally performed in January.

Please provide any management comment letters for the most recent audit year of Washburn University, if applicable.

All letters are included in audit and available here: <https://www.washburn.edu/faculty-staff/finance-office/index.html>

60. Have there been any additional billings outside the scope of the proposed audit services in the past 5 years? If yes, what was the nature of the additional service provided as well as the amount of the related fees?

| Service | Amount |
|--|---------------|
| 990T preparation Total | \$ 9,300.00 |
| Bond offering Total | \$ 6,000.00 |
| Extra major program Total | \$ 10,000.00 |
| GASB 96 Total | \$ 14,870.00 |
| PCI Assessment and Consulting Total | \$ 13,750.00 |
| PCI DDS Assessment Total | \$ 13,750.00 |
| Perkins Close out Total | \$ 4,000.00 |
| Prep of lease asset and liability Total | \$ 6,102.00 |
| Research taxation of employee benefits Total | \$ 2,225.00 |
| Resubmit CPB exam report for KTWU Total | \$ 875.00 |
| Review bond entires and GASB 96 review Total | \$ 2,850.00 |
| Tax consulting Total | \$ 945.00 |
| Tax research Total | \$ 600.00 |

Do you anticipate any needs for assistance in implementing any new accounting standards that will significantly impact the financial reporting of Washburn University for the period under the contract? The RFP mentions GASB 87, 96, and 101 including that the auditor prepare SBITA calculation schedules. While these standards have already been implemented, is the auditor still assisting with any non-attest services on these standards, or only new upcoming standards?

Auditor assist with SBITA calculation schedules.

Are there any known significant current and future impacts on the operations, including accounting and financial reporting process of Washburn University that will have a significant impact on this service period?

Bond issue FY26. GASB Statement No. 103, Reporting Model Improvements will become effective for FY 2026.

In recent years, the audit process has often transformed into a remote or hybrid audit approach. What is your preferred approach and expectations related to remote or hybrid fieldwork? How often is the audit team typically onsite and what is your preferred approach? Our team meetings, management meetings, and audit committee meetings typically remote or on-site?

Remote is ok for field work, but an in-person presentation for the board is requested.