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Notice of Addendum
Addendum #2
RFP #25-02
Audit Services
City of Mayville, WI
April 30, 2025
(Total 3 pages)

Notice to all firms:

This Addendum is issued to modify, change, delete from, add to, explain or correct the original Request for Proposal and is hereby made a part of RFP #25-02. In case of conflict between the Request for Proposal and this Addendum, this Addendum shall govern. It is the firm's responsibility to pass on this addendum information to all involved in the proposal.

Clarification: Due to time constraints, the City of Mayville has decided to extend the timeline for submitting proposals for the RFP for Auditing Services. The new Project Schedule is provided below:

Task	Date
RFP Issued	April 10, 2025
Deadline for questions: Questions must be emailed to: sjustmann@mayvillecity.com	May 19, 2025, at 10:00 a.m.
Final Addendum Issued	May 19, 2025, at 4:30 p.m.
Proposal Submission Deadline	May 23, 2025, at 10:00 a.m.
Recommendation by Finance Committee	May 27, 2025
Action by Common Council	June 9, 2025

Questions & Answers:

Question 1: Did the audit firm issue a report on internal control or governance communication letter for the December 31, 2023, audit?

Answer: Yes, internal control or governance communication is available upon request.

Question 2: Could you provide a copy of the audit entries that were proposed by the auditors for 12/31/2023 audit?



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Answer: The audit entries are provided in the Reporting and Insights from 2023. A copy is available upon request.

Question 3: Can you comment on the status of the December 31, 2024, audit?

Answer: The 2024 Audit is in draft form and the final Audit is scheduled to be presented to the Common Council on May 12, 2025.

Question 4: If you could name just one thing that could be improved in the current audit process, what would that be?

Answer: In recent years, the City of Mayville has seen turmoil and unrest within its organization. There is a continued effort to rectify and resolve these issues by hiring a full-time Administrator on May 13, 2024, along with contracting and/or employing additional accounting expertise to mentor and assist the Comptroller/Treasurer. As this process continues and evolves there needs to be continued communication with management and the Common Council on the significant matters as they relate to the audit. This is vital in order for the City to continue their efforts to create confidence in their financial statements.

Question 5: What is the City's preferred timeline for the audit? When will the City be ready for the auditors to begin final audit fieldwork? When has the City audit firm typically conducted audit fieldwork in the past? When would the City like to receive a draft of the audited financial statements? When would the City like to receive the final audited financial statements?

Answer: The City of Mayville is flexible on the exact timing of the fieldwork. Typically, fieldwork will occur during the second half of March. Draft financial statements are available for the City to review by the third week in April. Issuance of the final financial statements occurs no later than May 15 or the next business day. The City of Mayville will be responsible for communicating any situation that would result in needing additional time to pull the audit information.

Question 6: Is the accounting for the CDA also managed by the city staff? Is it a separate fund within the City's accounting system?

Answer: The CDA Fund is a separate fund that is accounted for by city staff.

Question 7: Does the city prepare account reconciliations for key balance sheet accounts on a monthly and annual basis? Are there certain accounts or areas where the city utilizes the audit firm to provide accounting assistance? Common examples may include items such as the tax roll close out and reconciliation. Or possibly capital assets and depreciation? Any other areas where outside assistance is needed from the audit firm?



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Answer: The City of Mayville does prepare account reconciliation for key balance sheet accounts on a monthly and annual basis. In general, the city does not need assistance in tax roll close out and reconciliation, capital assets and depreciation or any other areas. The city has contracted and/or employed additional staff to assist with these particular situations.

Question 8: Have separate audits been completed timely for tax incremental districts as required by WI State Statutes? Please share background and any feedback.

Answer: The tax incremental annual reports have been filed timely with the Department of Revenue. A compilation has also been completed by the Audit firm in previous years. At this time, the City of Mayville is not seeking to have a compilation report completed on each tax incremental district.

Question 9: The footnotes to the December 31, 2023 financial statements disclose a subsequent event related to a full rate application with the Wisconsin Public Service Commission and based on the most recent rate tariff available on the PSC website, it indicates the effective date of the rate increase was January 2025. Can you comment on if and how this potentially impacts capital spending and debt issuance for 2024 or 2025 for the water utility?

Answer: The Well #4 rehabilitation project has been completed, and final payment was made on the project. In addition, the Well #2, 3 and 5 projects were started in the Spring of 2025. The grants and Revenue Bond have been executed for the debt issuance. The capital spending will be tracked and monitored by the project engineer and staff.

Question 10: Does the City anticipate major changes in its operations or changes within the organization that will have an impact on upcoming audits (i.e., significant restructuring? Significant new activities? Significant changes in revenues or expenditures)? If yes, please explain.

Answer: The City of Mayville does not anticipate any major changes in its operations except for the typical governmental activities.

Return the completed and signed acknowledgement of this addendum with your proposal for this request. Acknowledgement of the Addendum was included in the proposal documents.