



Bid Process Information

Manager/Key Contact (self-managed)

Management Company

Date Prepared

Please Attach the Following Documents:

- 1). Financial Statement (Audit Period Year-End or Year-to-Date)
- 2). Audit Year Budget
- 3). Prior-Year Audit Report (if applicable)

Return of this bid questionnaire grants Newman & Company, CPA, PC the authorization to obtain prior client records held by Cagianut & Company, CPA.

Management Company info (or Self Managed, as applicable):

(If we have worked with your firm before, complete item #1 and #3 only)

1. Have you managed the Association all through the year you wish to audit? ☐ Yes ☐ No
If not, date your management began: _____
Do you feel that you received a complete set of books from the prior management company?
☐ Yes ☐ No Previous Management Co: _____
2. What type of software do you use? _____
(Examples: TOPS, Jenark, AMSI, Avgar, Skyline, QuickBooks, Yardi, VMS, Caliber)
3. Who is the (internal) accountant assigned to the association? _____
4. IMPORTANT – Does your system produce an annual detail general ledger with all transactions? ☐ Yes ☐ No Will we be able to have a copy electronically? ☐ Yes ☐ No
5. Do you scan many of your documents? ☐ Yes ☐ No
If so, will we be able to get scanned documents for the audit? ☐ Yes ☐ No
6. Will we do the audit, or some of the audit, at the management company, will we pick up (and later return) the box of records, or is 100% of your accounting documents electronic? ☐ On-site at association's management (company) office
☐ Box Pickup ☐ All records electronic, for entire year (if not, date started)

Association Information:

7. Name _____
8. Fiscal year end/audit year end date _____
9. Is this the first year of operations and/or a developer transition?
☐ First Year ☐ Developer Transition ☐ Both ☐ Neither
10. Type of Association: ☐ WA HOA Act ☐ WA Condo Act [☐ Old Act or ☐ New Act]
11. Number of residential units: _____ Number of commercial units: _____
12. Location (City, State)? _____
13. Was there an audit done last year? Yes No
(If yes, please email report.) Name of Auditor/Firm: _____
14. Does the Association have a bank loan? ☐ Yes ☐ No
If so, is each unit owner special assessed their portion of the loan or is payment made out of the regular assessment operating budget?
☐ Special Assessment ☐ Operating Budget
15. Any special assessments this year? ☐ Yes ☐ No
16. Do you need a tax return for the audit period? ☐ Yes, Tax ID#: _____ ☐ No
17. Will you need a prior-year return? (Once incorporated, the Association needs a tax return every year, regardless of financial activity) ☐ Yes ☐ No

18. Are there any other unusual financial issues that affect accounting? ~~AA~~ Yes No (If yes, please describe briefly):
19. Has the Association received any litigation or insurance settlements that have had a large amount of expenditures in the current year? Yes No (If yes, please describe briefly):
20. Is there current non-collections litigation in process? ☐ Yes No (If yes, please describe briefly):
21. Is there pending/threatened non-collections litigation? Yes No (If yes, please describe briefly):
22. Does the Association have either a Master Assn or Sub Assn relationship with other Assns?
☐ Yes - No If yes, name of "related" entities:
- Additional information for any question above:

For Phasing/Developer Transition Audits Only: If N/A, check here: ☐

1. Are the POS and all governing documents available for the audit? ☐ Yes ☐ No
2. Choose one: ☐ Developer subsidized the expenses for a period of time or
☐ Developer paid the regular assessment of the unsold units?
3. When was 1st unit sold? When did assessments start?
What is the legal transition date?(if occurred) _____
4. What is the period of time we are auditing?(years)_____
5. Is this development being done in phases? ☐ Yes ☐ No
What is the timeframe for phases? _____
Description of units/phases? _____
6. Was there a good segregation of costs belonging to the developer vs. the homeowners?
☐ Yes ☐ No
Has this cost segregation and amounts owed to or from the developer already been agreed to? ☐ Yes ☐ No
7. Do you have all of the records that the developer had, from inception of the corporation up to the present? ☐ Yes ☐ No

For Internal Use: Bid Amount
Bid Amount:

AYE:
AYE:

Audit Report:
Audit Report:

Tax Returns: _____

Verified Legal Name/ Inc. Date: _____

Comments:

Date Mailed: