

**NORTHEAST MISSOURI AREA AGENCY ON AGING**

**Request for Proposal - Attachment 3**

**AAA Accounting System Information for FY2019**

1	Approximate average number of AAA employees during the audit period:	3
2	Frequency of employee payrolls (monthly, biweekly, weekly, etc):	Monthly
3	Number & types of bank accounts/frequency accounts are reconciled	
	a. General Operating Account:	
	Number of Accounts	1
	Approximate number of disbursements per month	65
	Frequency Reconciled	monthly
	b. Money Market Account:	
	Number of Accounts	1
	Approximate number of disbursements per month	0
	Frequency Reconciled	monthly
	c. Depository Accounts:	
	Number of Accounts	1
	Approximate number of disbursements per month	5
	Frequency Reconciled	monthly
4	Accounting Software:	
	a. Name of accounting software(s) in use during the fiscal year ending <b>06/30/2019</b> :	Creative Solutions
	b. Was the same software in use the entirety of fiscal year <b>2019</b> ?	Yes
	c. If the same software was not in use during the entirety of fiscal year <b>2019</b> , indicate the month of the fiscal year the new software was placed in use (e.g. 4th month):	n/a
	d. If the same software was not in use the entirety of fiscal year <b>2019</b> , indicate software previously used:	n/a
5	Financial Statements:	
	a. Does the accounting system produce monthly financial statements?	Yes
	b. Do these monthly financial statements include a Balance Sheet(s) and a Statement(s) of Revenues and Expenditures?	Yes
	c. Do the bank reconciliations agree with the cash balances on the monthly Balance Sheet(s)?	Yes
6	If the accounting system does not produce financial statements, what kind of reporting statements are produced?	n/a
7	Pension Plan:	
	a. Does the AAA have a pension plan?	Yes
	b. Is the plan a defined contribution plan or a defined benefit plan?	Simplified Employee Pension
	c. What is the name of the company administering the pension plan?	RBC
8	Chief Financial Officer (CFO):	
	a. Was the same CFO with the AAA for the entirety of fiscal year <b>2019</b> ?	Yes (Note 1)
	b. If there was a change in CFO during the fiscal year, please briefly explain.	n/a