

**QUESTIONS AND ANSWERS TO THE
CALHOUN COUNTY 911 EMERGENCY COMMUNICATIONS DISTRICT
RFP FOR PROFESSIONAL ACCOUNTING SERVICES**

Question 1:

II. A. How many accounts are to be reconciled each month?

Answer 1:

We have three (3) bank accounts: (#1) 911 operating, (#2) Communications system operating and (#3) Payroll. We have approximately 30 to 40 total transactions each month across all accounts, primarily within accounts #1 and #2.

Question 2:

II. B. How many vendors do you have, and how often each month do you process accounts payable?

Answer 2:

Typically, we process accounts payable on a weekly basis. On average, we process around ten (10) payables each week (many of which are recurring vendors). In total, we deal with approximately 40 unique vendors on an annual basis.

Question 3:

II. G. Does the scope of the work include the actual collections, or is it to assign delinquent accounts to a third-party collection agency?

Answer 3:

As for collections, we seldom have issues here. When we must pursue a collections process, it is presented to the 911 Board. Once authorized, the executive director will be in charge of the collections process. The scope here is to support that process, primarily with accounting information to back the claim.

Question 4:

II. H. Does Calhoun County 9-1-1 have an existing accounting software system that needs to be supported, and if so, what software is currently being used?

Answer 4:

We use Quickbooks. We do offer secure remote access to the system.