



## State of New Jersey

Highlands Water Protection and Planning Council  
100 North Road (Route 513)  
Chester, New Jersey 07930-2322  
(908) 879-6737  
(908) 879-4205 (fax)  
[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



**CHRIS CHRISTIE**  
*Governor*

**JIM RILEE**  
*Chairman*

**KIM GUADAGNO**  
*Lt. Governor*

**MARGARET NORDSTROM**  
*Executive Director*

### Questions Posed to the Highlands Council by Potential Respondents to the RFP to Conduct an Annual Audit MAY 10, 2016

**Notice:** Please note that the original RFP in II. Scope of Services references Federal OMB Circular A-133. However, please be advised that A-133 has been superseded by 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the RFP now reflects this change.

#### Question #1

Are there prior audit reports available for review?

#### Response #1

Prior Highlands Audit Reports are available at  
[www.nj.gov/njhighlands/news/audit\\_reports.html](http://www.nj.gov/njhighlands/news/audit_reports.html).  
The most recent report will be posted May 17<sup>th</sup>.

#### Question #2

The RFP states in II. Scope of Services that the “Council is not seeking a full audit in that payroll expenses and grant accounts are held and administered by the New Jersey Department of Environmental Protection and the Treasury, respectively.” Does this mean that grants are outside the scope of the Audit?

#### Response #2

Yes, grants are outside the scope of the audit.

#### Question #3

What are the prior years’ engagement fees?

#### Response #3

Highlands Council Resolution 2012-16 authorized the Council to enter into an audit contract for an amount not to exceed \$6,177.00 annually.

**UPDATE AS OF JUNE 1, 2016**

**Question #4**

What is the approximate amount of Regional Master Plan (RMP) expenses for 2016 and are there projections on what the amount might be going forward? Audit testing significantly changes based on the Increase or decrease in those expenses. For example, RMP expenses were approximately \$341K in 2015 and \$1.5M in 2014.

**Response #4**

The Highlands Council has not closed on FY16 books as of yet. To date, the Council has expended \$152,700 in RMP contracts from approved FY16 RMP budget of \$1,472,242.75. It is difficult to project RMP expenses for the next fiscal year 2017 since payments are determined by contract work and deliverables.

**Complete RFP can be found at the link below.**

[www.nj.gov/njhighlands/news/rfp\\_popup\\_audit.html](http://www.nj.gov/njhighlands/news/rfp_popup_audit.html)