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| 2017 Audit Questionnaire (for FY/CY16) | | | | | | | | |
| Company Name: | |  | | | | Federal Tax ID: | | | |
| Address: | |  | | | | | Phone Number: |  | |
| Contact Person and email: | | |  | | | | | | |
| Location of Headquarters(Home State): | | | |  | | | | | |
| 1. Amount of Revenue by contract type from KYTC for your most recent fiscal year:  Lump Sum:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost Plus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 2. (KY firms ONLY) Do you require a cognizant audit for another state? YesNo  Which States:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. Will a cognizant audit or letter from your home state be available for your FY 2016 Indirect Cost Rate?  Yes – STOP return form and copy of cognizant audit  No | | | | | | | | | |
| If yes and not currently available, what is the expected date of availability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 4. Will you have an audited Indirect Cost rate for FY 2016?  Yes  No | | | | | | | | | |
| If Yes, has a CPA performed or will perform Indirect Cost rates for the most recent fiscal year?  Yes  No | | | | | | | | | |
| 5. Will you have audited FY 2016 Financial Statements?  Yes  No | | | | | | |
| 6a. If you are presently prequalified by KYTC **AND** received payment/contracts in 2016 please provide the following information by 5/31/17 – to insure a timely audit; **information should be submitted at least 10 weeks in advance**:   * Statement of Direct Labor, Fringe Benefits and General Overhead * Listing of Current Personnel and Classifications * Current Payroll Register * Detailed General Ledger * FHWA Certification of Indirect Costs * [Internal Control Questionnaire](http://audit.transportation.org/Pages/default.aspx) (including attachments)   6b. If you are **only** presently **prequalified** to perform work for KYTC please send items 1:5:6.  Template to the above documents can be found on our website here: [KYTC External Audit](http://transportation.ky.gov/Audits/Pages/External-Audit.aspx)  Submissions can be emailed or submitted via our secure ftp site at [www.ftp.ky.gov](http://www.ftp.ky.gov). Please contact Carly with log on questions or issues. | | | | | | | | | |
| 7. How long have you had contracts with KYTC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 8. Has key accounting personnel changed in the past year?  Yes  No | | | | | | | | | |
| 9. Have you had an accounting software change in the past year?  Yes  No | | | | | | | | | |
| 10. Do you have personnel familiar with Federal Acquisition Regulations?  Yes  No | | | | | | | | | |
| 11. Do you perform work in other states?  Yes  No If yes, list states: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 12. Number of Employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Revenue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| 13. Have you had any changes in organizational structure since your last audit? Mergers? Acquisitions?  Yes  No | | | | | | | | |
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| I, the undersigned, certify that the above information is correct to the best of my knowledge and belief | | | | | | | | | |
|  | | | | | | | | | |
| Signature | | | | | Date | | | | |