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| 2018 Audit Questionnaire (for FY/CY17) |
| 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:Please indicate as prime (p) or sub-consultant (s)Lump Sum:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost Plus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. (KY firms ONLY) Do you require a cognizant audit for another state? *[ ]* Yes *[ ]* No Which States:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. Will a cognizant audit or letter from your home state be available for your FY 2017 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 2017? [ ]  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 2017 Financial Statements? [ ]  Yes [ ]  No |
| 6a. If you are presently prequalified by KYTC **and** received payment/contracts in 2017 please provide the following information (1 to 6) below by 5/31/18. **To ensure a timely audit; information should be submitted at least 10 weeks in advance**.1. Statement of Direct Labor, Fringe Benefits and General Overhead
2. Listing of Current Personnel and Classifications
3. Current Payroll Register
4. Detailed General Ledger in Excel Format
5. FHWA Certification of Indirect Costs
6. [Internal Control Questionnaire](https://transportation.ky.gov/Audits/Documents/Internal%20Control%20Questionnaire%202015.doc)  (Please include attachments)

6b. If you are **only** presently **prequalified** to perform work for KYTC please send items 1:5:6.Templates to some of the above documents can be found on our website. Click 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 <https://ftp.ky.gov/>. Please contact **Carly Cockley** 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:  |