

**ADDENDUM #1**  
**HIGHWAY 79 CORRIDOR AUTHORITY**  
**RFQ 22-2**

**HIGHWAY 79 CORRIDOR AUTHORITY FINANCIAL, ACCOUNTING,  
AND BUDGET SERVICES**

**DATE: January 3, 2023**

1. The Highway 79 Corridor Authority (the “Authority”) received the below question in reference to RFQ 22-2, Financial, Accounting, and Budget Services:

Greetings,

I’m inquiring about the scope of services for RFQ 22-2, Can you provide a detailed description of the accounting services needed. The description is too vague to provide a quote. For example, how many accounts are needing financial services? What services are needed such as reconciliations? What accounting system does the county use?

In response, the Authority hereby offers the following:

1. There is only one account needing comprehensive financial services – Highway 79 Corridor Authority
  - a. This Authority’s Chart of Accounts consists of approximately 40 active accounts
2. Comprehensive services would include, but not be limited to:
  - a. Monthly bank reconciliation
    - i. 1 bank account
  - b. Monthly financial statement preparation
    - i. Including balance sheet account reconciliation for all current assets and liabilities
      1. This includes 6 accounts
  - c. Purchase Order processing as needed
  - d. Accounts Payable Processing including check processing
  - e. Preliminary Budget Preparation to be presented June of each year and Adopted budget presentation to be presented September of each year
  - f. Annual Audit preparation and coordination with auditors
3. The Authority currently uses Quickbooks Online

It should further be noted that the Authority is not a county, but an independent special district unit of government.