

REQUEST FOR PROPOSALS

FINANCIAL AUDIT SERVICES

Issued by: Moose Jaw Multicultural
Council

On October 18, 2024

Response Deadline: November 18, 2024
at 4:30PM CST.



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1.0 Introduction

Moose Jaw Multicultural Council (MJMC) is seeking proposals from qualified CPA firms to audit its financial statements for the fiscal years ending March 31, 2025, March 31, 2026, and March 31, 2027, with the possibility of reappointment for subsequent years.

These audits are to be performed in accordance with generally accepted auditing standards and the financial statements prepared in accordance with Canadian Generally Accepted Accounting Principles applicable for not-for-profit organizations in Saskatchewan. MJMC's annual budget ranges between \$1.8-\$2.4 million since 2019, with the internal bookkeeping functions performed by an onsite Financial Controller. The audited financial statements are approved by the Board of Directors and are accepted at the Annual General Meeting.

2.0 Background

MJMC is a not-for-profit agency that began in 1974, became incorporated as a Saskatchewan Non-profit on June 9, 1978, and became a registered charity on September 26, 2008. We are a Settlement Services Organization that focuses on welcoming and integrating newcomers to Canada through developing harmonious relations among Canadians through programs and activities that recognize, respecting and promoting the positive aspects of cultural diversity.

Please visit MJMC's website and review annual reports for more information - www.mjmcinc.ca.

3.0 Project Objective

MJMC is seeking qualified firm that can provide professional audit services for the Annual Audited Financial Statements for at least 3 fiscal years. We are requesting proposals in which a firm can prepare the financial statements of the organization from the bookkeeping records provided by MJMC and prepared by the Financial Controller. As well as provide an audit of the financial statements in accordance with generally accepted auditing standards.

During the engagement, the Auditor should report:

- Significant or unusual transactions that the Management/Board of Directors would be made aware of;
- Deficiencies in internal controls that merit attention;
- Lack of compliance with financial policies or other relevant legislation; and/or
- Lack of accountability in the use and management of MJMC's assets.

4.0 Expected Deliverables

The Vendor will adhere to all guidelines, timelines, and requests agreed upon through the RFP.

Deliverables include, but may not be limited to:

- Prepare and discuss Audited financial statements with the Management and/or Board of Directors
- Prepare and submit a T3010 Charitable tax return
- Attendance at the Annual General Meeting
- Management letter communicating any significant deficiencies if discovered

5.0 Proposal requirements

All proposals must include:

1. Evidence of firm's qualifications.
2. Background and experience in auditing nonprofit/charitable clients.
3. A proposed timeline for services and final reporting (historically AGM has been in late June which would be desired timing, but open to other reasonable propositions).
 - 3.1 A specific timeline to become familiar with previous financial history for the first year, as well as required time for subsequent years to meet submission deadlines.
4. Proposed fee structure for each of the years in the proposal period.
5. Describe your billing rates and procedures for technical questions/support that may come up through the year or if it is included in the fee structure above.
6. Names of the partner, audit manager, and staff who will be assigned our audit.
7. Discuss the communication process used by the firm while preparing the audit
8. Discuss the firm's use of technology and if the audit will be performed remotely or via physical files.
9. Describe what differentiates your firm from others, and why choosing your firm would be the best decision.

6.0 Guidelines

6.1 Main Contact

For any additional requests for information, previous years financial statements, or clarification, direct all inquiries related to this RFP to:

Jaella Wiebe
Executive Director
Email: jaella.wiebe@mjmccinc.ca
Tel: 1-306-693-4677

6.2 Acceptance of Proposal

MJMC reserves the right to reject or accept the proposal deemed most favourable to MJMC's needs and requirements. Following the evaluation of the submitted proposals, MJMC may consider entering into discussions with any prospective firm(s) that submitted proposals it

believes best meets the needs and expectations to ensure that expectations are met on both sides. The solicitation of proposals does not in any way commit MJMC to accept or enter into negotiations with any firm. MJMC is not bound to negotiate with the lowest cost vendor, but the one that best meets all the needs, although cost will be a factor taken into consideration.

6.2 Proposal Deadline

Submission of proposals opens on October 18, 2024, and will close at 4:30PM CST on November 18, 2024. Any proposals submitted after this date will not be taken into consideration.

7.0 Selection Timeline

After the closing date, the RFP For Auditor Committee will evaluate the applications on November 21, 2024. Between November 22, 2024, and December 6, 2024, prospective firms being considered may be contacted for calls or meetings. The RFP committee will meet to make a decision and present to the overall Board on or before December 13, 2024. Once approved, the auditor will be contacted to be informed of their success or thanked for their time in submitting a proposal.