
Request for Proposal for Auditing Services

DATE: March 26, 2019

TO: Auditing/Accounting Firms

FROM: Center For Family Services, Inc.
1 Alpha Avenue
Voorhees, New Jersey 08043
(856)651-7553

SUBJECT: Professional Auditing Services

The Center For Family Services is soliciting proposals from qualified firms of certified public accountants to audit the organization's financial statements for the fiscal year ending June 30, 2019, with the option of auditing the organization's financial statements for the two (2) subsequent fiscal years.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for nonprofit organizations, in accordance with Government Auditing Standards.
3. A list of similar organizations or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
5. Detailed audit plan.
6. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Chief Financial Officer. This disclosure should include an estimation of the increased fees and the reason for the increase.

Enclosed is a copy of the audit proposal information to provide you with information about the organization's financial records. I have enclosed the audited statement from the previous fiscal period as well.

The final decision of the selection of the firm to conduct the audit will be made by the Board of Trustees. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to Barbara Ogden in writing at the above address or by calling (856)651-7553 ext.40205. Contact with CFS personnel other than Barbara Ogden regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before April 26, 2019 (12:00pm).

Sincerely,



Richard Stagliano
President/CEO

Audit Proposal Information

Sealed audit proposals will be accepted by the CFS until 12:00p.m., on April 26, 2019. Please direct proposals to the attention of Barbara Ogden. All proposals become the property of CFS.

All proposals will become part of the requester's files without obligation.

Nature of Services Required

1. Audit period will be July 1, 2018 through June 30, 2019 (one year).
2. Special reports, exhibits, and schedules required:
 - Accounts report.
 - Balance sheet.
 - Schedule of cash.
 - Statements of changes in financial position.
 - Notes of financial statement.
 - Supplementary Information.
3. Conferences:
 - Exit conference with CEO and Audit Committee.
 - Exit conference with office personnel.
4. Description of Entity and Records to be Audited:
 - General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable.
5. Report Requirements
 - The report will be addressed to the Board of Trustees and will contain items listed in item #2.
 - State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings

of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.

- A management letter will be required as necessary. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

6. Time Requirements

- Proposals will be delivered to the office at 1 Alpha Avenue, Voorhees, New Jersey 08043 not later than 12:00p.m. on April 26, 2019.
- The Board of Trustees have made no decision as to the date of the award of the audit. All proposers will be notified of the Board action in a timely manner.
- Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to the organization as the charges generated by the proposer in accordance with the original agreement.
- Preliminary work to close accounts can begin September 1, 2019.
- The preliminary report and exit conference will be completed prior to November 15, 2019.

7. Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the Audit Committee.
- Copies required
 - a. Audit report, 25 copies.
 - b. Management letter, 25 copies.
 - c. Working papers, 2 copies.

8. CFS Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.