

Request for Proposals for Audit

I. INTRODUCTION

The Apex Southeast, Inc. Nonprofit (Apex) is soliciting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal year ending June 30, 2017. This request for proposal contains background information on Apex and specific information that must be included in the proposals submitted. The proposals must be submitted by no later than 5:00 PM, *Monday February 16, 2017*, directly to our office at the following address or via email:

Apex Southeast, Inc.
9700 Scenic Highway
Baton Rouge, LA 70807
rarmstrong@apexcollegiate.org
Attn: Rebecca Armstrong

Apex Southeast, Inc. is a Louisiana-based 501c(3) organization that operates a Type 2 charter school – Apex Collegiate Academy. The mission of Apex Collegiate Academy is to educate all students in grades 6-12 to excel in four-year colleges and gain access to professional and life opportunities through rigorous academics, core subject mastery, and character development.

In our first year of operation, we have educated approximately 110 students with a projected budget of \$1.4 million. We have 10 employees and manage all accounting and financial services eternally.

II. PROPOSAL REQUIREMENTS

Proposals to be considered will include the following information:

- **Experience of the firm, size, location, and area of expertise.**
- **Engagement team assigned.** Description of who will be working on our engagement and what their experience is compared to our organization's size and mission.
- **Approach.**
 - ✓ **Overall audit approach.** Description of the overall audit philosophy and how it benefits our organization, including firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff on audit.
 - ✓ **Specific audit approach.** Description of specific audit approach used in the audit to know what will be required of your staff.
 - ✓ **Audit effort.** Description of where the engagement team will focus their attention.
- **Timing of the services.** Detailed timetable by phase and details of expected delivery of the financial statements, management letter, and tax returns.

Request for Proposals for Audit

- **Fees.** Detailed pricing information relative to performing the audit engagement as described in this request for proposals. The proposal should include a schedule of professional fees and expenses with rates by partner, specialist, supervisory and staff level times hours anticipated for each.
- **References.** A minimum of 3 client references. References must come from non-profits of a similar size and service or non-profit organizations providing services primarily to state agencies in the state of Louisiana.

Scope of the Services Needed

The auditor will express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles.

The financial and compliance audit will involve all the of the organization's funds and accounts. The auditor is required to analyze and apply audit procedures to the supplementary information in order to comply with all state and federal reporting requirements.

- **Auditing Standards**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *Government Auditing Standards*, issued by the Comptroller General of the United States; *Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations*; and the *Louisiana Auditing Guidelines*.

- **Reports**

The auditor shall submit to the Apex Collegiate Academy Board of Directors the following reports, with copies of each for transmittal to the Louisiana Legislative Auditor, the Louisiana Department of Education and other agencies as required.

- **Working Paper Retention and access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Apex Southeast of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to organization representatives.

Request for Proposals for Audit

In addition, the firm shall respond to the reasonable inquiries of successor.

Auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

- **Timing, Location, and Conduct of Audit Work**

The following conditions shall apply:

1. The organization, expects to receive prior to June 1st of each year, a list of schedules to be prepared and other items required for the audit.
2. Pre-closing, interim, tests and procedures shall be conducted at a mutually agreeable time.
3. The final onsite audit will be scheduled for the (***final weeks of July or first weeks of August***). The audit will be conducted on school premises. The school will provide space deemed adequate by the auditor to efficiently conduct the audit.
4. The financial audit reports must be submitted to the organization no later than November 1st. The financial Audit Statement must be submitted to the Department of Instruction by December 1st.
5. The auditor will present the financial statement and management letter at a meeting of the Apex Collegiate Academy Board of Directors as requested.

Questions and Proposal Information

A pre-submittal phone conference will be held January 31, 2017 at 5:00pm. Please contact Rebecca Armstrong for the conference information.