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[www.BethsaidaCT.org](http://www.BethsaidaCT.org)

**Bethsaida is requesting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal year ending December 31, 2017**

Mission: Bethsaida Community, Inc. strives to create a hope, a home, a family for homeless or at risk women. Bethsaida incorporated in 1987, opened Katie Blair House in 1990, opened Flora O'Neil apartments in 2006, and opened the Patricia's Place Program in 2012.

Bethsaida requires the following services:

1. Yearly financial audit, including
  - Statement of financial position (assets, liabilities, and net assets)
  - Statement of activities (revenue, support, and expenses) and changes in net assets
  - Statement of functional expenses
  - Statement of cash flows
  - Schedule of investments, temporarily restricted assets, fixed assets, and contributions receivable
2. Preparation of IRS Form 990
3. Management letter
4. Written review of Bethsaida's accounting system and financial procedures and evaluation of its internal controls with recommendations, if any.
5. File an extension on behalf of Bethsaida, if needed.

All of the above must be completed within seven months of the end of each fiscal year. In addition, BETHSAIDA requires that a meeting of the auditors and selected BETHSAIDA board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Finance Committee.

All audit proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing, particularly of nonprofits;
- c) The size and structure of the auditor's firm;
- d) Names and qualifications of the staff members to be assigned Bethsaida's audit;
- e) Statement of the firm's understanding of work to be performed, including tax and Non-audit services;
- f) A detailed work-plan, including timelines and tasks to be carried out by auditors and Bethsaida's staff;
- g) Proposed fee for these services.
- h) At least three references from comparable audit clients.

If you have any questions or would like further clarification of any aspect of this request for bids, please contact Barbara Moscato, Finance Manager at (860) 886-7511 x 214 or [BarbaraM@BethsaidaCT.org](mailto:BarbaraM@BethsaidaCT.org)

**Bids must be received by 12/15/2017:** One copy of each bid can be mailed to PO Box 913 Norwich CT 06360, emailed to [BarbaraM@BethsaidaCT.org](mailto:BarbaraM@BethsaidaCT.org) or faxed to (860) 886-7512.