

Request for Proposals for Audit Services

Submission Due Date: February 10, 2023

The John Howard Society of Kawartha Lakes & Haliburton is a not-for-profit registered charity dedicated to providing effective, just, and humane responses to crime and its causes. Through a continuum of services that prevent crime, reduce poverty, build self-sufficiency and fosters inclusion, the JHS promotes safe and resilient communities in Lindsay and surrounding areas.

1.0 Background

For over 40 years the John Howard Society of Kawartha Lakes & Haliburton has been committed to providing a broad range of evidence-based and outcome-driven community services throughout the Kawartha Lakes area. The organization has a strong history of helping individuals and families, who are at risk of, or have come into conflict with the law. Our work includes the provision of prevention and intervention services, as well as advocacy, public education, and developing community partnerships.

Over the last 5 years, JHSCKLH has been on a steady growth trajectory. A substantial amount of growth has occurred as a result of our partnership with the City of Kawartha Lakes to provide a case management and supports, primarily in the area of housing stabilization. JHSCKLH has also grown in the area of crisis and harm reduction and employment and literacy programs funded through the Government of Canada.

2.0 Financial Backdrop

The John Howard Society of Kawartha Lakes & Haliburton operated with a budget of over 3 million during the year ending March 2022 and is governed by a 7-member Board of Directors. The JHSCKLH employs 36 staff members of which approximately 6 are part time. The JHS receives funding from all three levels of government in addition to many other funders. In order to give you a sense of the size and scope of our organization. Each program has a funding contract that outlines the approved revenues and expenditures, invoicing, receivables, banking, cash, and payables. Financial reporting and payroll are looked after by the Director of Finance, supported by the administrative team. The team consists of the CEO, the Director of Finance, and a Financial Administrator.

(705) 328-0472

(705) 328-2549

info@jhscklh.on.ca

31 Peel Street
Lindsay, ON, K9V 3L9





During the audit period this team will work closely with the auditors to ensure all documentation is accurate, complete, and provided as quickly as possible.

Audited Financial statements along with annual reports can be found on our website, www.johnhoward.on.ca/kawartha under the About Us tab.

3.0 Service Required

The John Howard Society is requesting proposals from qualified firms that can provide audit services to the organization. The Society requires financial statements to submit primarily to funders and banking institutions.

This RFP is intended to cover annual audits for the next three years starting with the year ending March 31, 2023. We anticipate that we would be prepared to begin fieldwork for this audit during the week of April 24, 2023 and would expect the delivery of draft financial statements by the week of May 22, 2023.

Your proposal should cover the following services:

- Develop an audit plan for review with the Administration team
- Completion of annual audit in compliance with Canadian Accounting Standards for Not-for-Profit Organizations
- Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency
- Confirm John Howard Society of Kawartha Lakes & Haliburton's compliance with our funding contracts and other agreements as required. This may be informal or through special, project specific audits.
- Advise the John Howard Society of Kawartha Lakes & Haliburton of any and all changes in accounting and reporting requirements
- Preparation of financial statements and presentation of the audited statements at our annual general meeting.
- Ability to provide continuity in the audit team from year to year

4.0 Length of Engagement

The term of engagement is for the 2022-2023 fiscal audit year (ending March 31, 2023) with an option to extend for an additional 2 years. Annual extensions will be determined through a vote at the John Howard Society of Kawartha Lakes & Haliburton Annual General Meeting.



5.0 Proposal Contents

Please include the following in your response to this request for proposals:

- Executive Summary describing your understanding of the work to be performed and your firm's ability to complete the work
- Professional experience including your firm's philosophy, size, structure and qualification for serving not-for-profit charitable organizations with a similar size and operation to JHS Kawartha Lakes & Haliburton
- Team qualifications including partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid
- Audit approach describing how the proposed services will be undertaken and the type of assistance that will be required from JHS staff
- Fee structure for each of the four years of the proposal including any guarantees given regarding increases in future years. Also, please describe your billing rates and procedures for any technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.
- Client references of relevant not-for-profit and charity clients the firm has served within the past three years.

6.0 Qualifications

To be considered a candidate for the provision of audit services for the John Howard Society of Kawartha Lakes & Haliburton, bidders must:

- Be a Chartered Professional Accountant (CPA) member experienced and knowledgeable in the non-profit/charitable sector;
- Have experience in providing audit services for similar sized non-profits;
- Be current with respect to legislation relevant to the operation of non-profit/charitable organizations;
- Not be a member of the JHS Kawartha Lakes & Haliburton Board of Directors

7.0 Submission Deadline

Unless otherwise posted, all responses to this RFP must be submitted by February 10th, 2023, at 4:00 pm. Proposals will not be accepted after the due date and time specified and will be returned unopened. Proposals are to be forwarded to:



Dana Hetherton, Chief Executive Officer
John Howard Society of Kawartha Lakes & Haliburton
31 Peel Street
Lindsay, ON K9V 3L9
dhetherton@jhscklh.on.ca

8.0 Evaluation and Selection Criteria

Proposals will be evaluated by the John Howard Society's senior management team and Board Executive. All aspects of the submissions will be taken into consideration when evaluating the proposals. This includes the following:

- Proposed fees and costs. Value will be compared to cost and therefore the lowest cost proposal may not be selected;
- The firm's understanding of the scope of the proposed professional services as well as evidenced by the proposal submitted, including the firm's standards and audit approach;
- The background and experience of the firm in providing similar services as well as specific background education, qualifications and relevant experience of key personnel to be assigned to the account;
- References

9.0 Questions/Inquiries

All questions regarding the RFP are to be submitted in writing to Dana Hetherton, Chief Executive Officer, via email at dhetherton@jhscklh.on.ca. Any oral communications shall be considered unofficial and non-binding. Only written responses to written communications shall be considered official.

Questions regarding the RFP must be received no later than 4:00 pm January 31st, 2023. All answers will be provided as quickly as possible, and by February 3rd, 2023, at the latest. All answers will be provided as addendums.