

REQUEST FOR PROPOSALS FOR FINANCIAL STATEMENT AUDIT SERVICES

ISSUED BY

The Assiniboia Chamber of Commerce
2061 Portage Avenue
Winnipeg MB R3J 0K9
Telephone: (204) 774-4154
Website: www.assiniboiachamber.ca

ISSUE DATE

Wednesday, April 1, 2020

PROPOSAL DELIVERY DUE DATE:

Please submit an electronic copy or physical copy on or before 11:59 pm CDT on Thursday, April 30, 2020.

PROPOSAL DELIVERY LOCATION(S):

1. **By Email:** kristi@assiniboiachamber.ca

2. **By Mail:**

The Assiniboia Chamber of Commerce
2061 Portage Avenue
Winnipeg MB R3J 0K9
ATTN: Kristi Meek, President | Executive Director

DIRECT INQUIRIES TO: The above-named person via email at kristi@assiniboiachamber.ca

INTRODUCTION AND BACKGROUND

The Assiniboia Chamber of Commerce is an organization of businesses seeking to further their collective interest while advancing their community, region, province and nation. We are a not-for-profit organization incorporated with the Boards of Trade Act, Part II. Our 350+ members come from all size of businesses; single entrepreneurs, small, medium and large enterprises, home-based businesses, not-for-profit and community organizations. We work together to build a healthy economy that benefits West Winnipeg.

Additional information including annual reports from previous years, can be found at The Assiniboia Chamber of Commerce website at www.assiniboiachamber.ca.

The Assiniboia Chamber of Commerce has an annual budget that ranges from \$180,000 to \$215,000. Both accounting and payroll is performed at The Assiniboia Chamber of Commerce and our personnel assist with the development of working papers and statements. The Assiniboia Chamber of Commerce uses Quickbooks 2020 to maintain the accounts. The audited financial statements are approved by the Board of Directors and are accepted at the Annual Meeting of members.

SCOPE OF SERVICES

The Assiniboia Chamber of Commerce is seeking a qualified firm that can provide professional audit services for annual financial statement audits for three (3) fiscal years: 2020, 2021 and 2022. The audits are to be conducted in accordance with generally accepted auditing standards, and the financial statements are to be prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The appointment may also involve the provision of related financial advisory services from time to time, as may be required.

The Chamber's fiscal year end is December 31. The audit will be conducted as soon thereafter as possible. The selected candidate will be required to:

- meet with the Finance Committee Chair and the President | Executive Director after January 1 each year to plan the audit;
- provide draft financial statements for review by the Finance Committee no later than the end of March 31 each year;
- attend a meeting of the Finance Committee to deliver and discuss the statements; and
- deliver the draft financial statements as reviewed by the Finance Committee to the Assiniboia Chamber of Commerce at least 21 days prior to the Chamber's Annual General Meeting, which takes place on a date to be determined in May each year.

APPROVAL AND CRITERIA

Preference will be given to firms located in district that The Assiniboia Chamber of Commerce resides and those that hold an annual membership with The Assiniboia Chamber of Commerce. The Finance Committee will review the proposals and will recommend an appointment at the Annual Meeting of Members scheduled to take place in May each year.

The proposal should include the level of service to be provided, related experience and information on the individual that will be conducting the audit, cost of services and timing. Outlining your firm's ability to provide trusted industry resources, tools, trends and best practices, to help ensure we are compliant and not incurring any penalties, and to provide us with much needed guidance that we may not even be aware we need are also encouraged to be included.