MISSION

The Pennsylvania Chapter, American Academy of Pediatrics (PA AAP) believes in the potential of all children and considers children our most enduring and valuable legacy. PA AAP is a 501(c)(3) nonprofit educational organization of more than 2,400 pediatricians dedicated to promoting the health and well-being of children and the value of pediatric practice. PA AAP has a 40-year history of successfully collaborating with public-private partnerships, federal and state government, and foundations.

ORGANIZATIONAL STRUCTURE

The PA AAP is governed by a 17 member Board of Directors, which is staffed by the Chapter’s executive director. The board is comprised of four officers who serve as the executive committee, 6 representatives representing different geographical regions in the state, 2 early career and 2 subspecialty physician representatives, the chair of the Governance Committee and 2 resident representatives. There are currently 32 employees of the organization, 26 of whom are dedicated to specific programs such as traffic injury prevention, immunization, early childhood education and early child development, breastfeeding programs, oral health, suspected child abuse and neglect, and the PA medical home program, advocacy and public awareness initiatives. The administrative staff is comprised of six individuals including the executive director, executive assistant, director of finance, controller, staff accountant, and accounting clerk.

COMPLIANCE AND REGULATORY REQUIREMENTS

- Financial statements are on an accrual basis, and in accordance with GAAP
- IRS Form 990 is filed annually
- Compliance with auditing standards generally accepted in the United States and contained in the Government Auditing Standards issued by the Comptroller General
- All financial reporting must be in accordance with contracts and grant agreements
- Required compliance described in the U.S. Office of Management and Budget (OMB) that have a direct effect on each of the PA AAP’s major federally funded programs. Currently, the PA AAP only receives federal funding by way of pass through grants coming from various state agencies.
OTHER INFORMATION

Fiscal Year End: June 30th

First Year of Proposed Audit: Year Ending June 30, 2024, with draft financials to Board of Directors by October 31, 2024, and Form 990 filed by November 15, 2024

General Ledger Software: ABILA MIP Fund Accounting

Banking Relationship:
- WSFS, Berwyn office
- One operating account and three savings/money market accounts
- Available Line of Credit: $500K

Approximate Financial Information:
- Annual Revenue: $5M
- Annual Expenses: $4.4M; including $1.8M of Payroll Expenses
- Cash Balance: fluctuates between $100k and $1M
- Accounts Receivable Balance: fluctuates between $1.4M and $2.4M

The most recent audited financial statements and Form 990 will be provided upon request.

SCOPE OF SERVICES

An audit of the following financial statements:

- Statements of Financial Position as of current year end and prior year end
- Statements of Activities for current year and prior year
- Changes in net assets for current year and prior year
- Statements of Cash Flows for current year and prior year
- Statement of Functional Allocation for current year and prior year

Review of internal controls over financial reporting

Filing of IRS Form 990

Filing of Single Audit with the Federal Clearing House, with preparation of Single Audit Supplementary Information, as may be required

Preparation of Schedule of Expenditures of Federal Awards

Independent Auditor’s Report and Notes to the Financial Statement

Analysis of fringe and indirect rates
Recording of contributions with or without donor restrictions
Review of liquidity resources and cash management
Preparation of the organization’s annual BCO-10 registration

REQUIRED PROPOSAL CONTENTS

• Firm Overview
• Qualifications and experience of key engagement team members, highlighting nonprofit audit experience
• Client references
• Fees
• Timeline for transition and future services
• Copy of firm’s latest peer review report
• List of expected schedules to be Prepared By Client

SUBMISSION DEADLINE

Please submit all questions no later than June 30, 2024 with final proposal on or before July 15, 2024. Email your completed proposal materials in PDF format to Annette Myarick at the email address shown below.

CONTACT INFORMATION

Executive Director: Annette Myarick, amyarick@paaap.org, 484.446.3042
Director of Finance: Chelsea Lanholm, clanholm@paaap.org, 484.446.3052
Controller: Carol Fritchman, cfritchman@paaap.org, 610.246.5421