

Wolf Creek Public Schools seeks proposals from interested public accounting firms for the provision of independent audit services in accordance with the requirements of the Alberta Education Act.

CLOSING DATE

Proposals will be accepted until **4:00 p.m.** on **Friday, April 3, 2020.**

The lowest proposal will not necessarily be accepted. The Board of Trustees reserves the right to request additional information from companies and/or to request a subsequent proposal presentation to the Audit Committee. The Board of Trustees also reserves the right to decline any or all proposals made.

Proposals must be submitted in sealed envelope clearly marked **“PROPOSAL FOR EXTERNAL AUDIT”** and addressed to:

Kevin Pobuda, CPA, CGA
Assistant Secretary-Treasurer
Wolf Creek Public Schools
6000 Hwy 2A
Ponoka AB T4J 1P6

Faxed and emailed proposals will be rejected.

ELIGIBILITY

The firm must be eligible in accordance with Section 137 of the Alberta Education Act.

The firm must demonstrate an ability to carry out the audit to full professional standards, in conformity with provincial requirements, Public Sector Accounting Standards and Board expectations.

TERMINATION OF CONTRACT

Wolf Creek Public Schools reserves the right to terminate the contract within 30 days’ written notice under the following circumstances:

- 1) The auditing firm fails to perform in accordance with the specified service requirements as presented in this RFP.
- 2) The auditing firm fails to provide any service as specified in the agreement without prior written notice.
- 3) The auditing firm fails to meet the provisions of the RFP in any significant degree.

SCOPE OF AUDIT

Annual audits shall include:

- 1) Examination of all relevant records of the Board.
- 2) Evaluation of internal controls and preparation of the management letter.
- 3) Audit of Board financial statements and all required schedules.
- 4) Completion of Financial Statement Notes in accordance with Alberta Education Requirements.
- 5) Completion of the audit by November 15 in each year.

Specifically included will be all related audit and certification work required by the Education Act and various provincial and federal ministries and agencies, including the Board's compliance with Local Authorities Pension Plan requirements.

The responsibilities of the auditor will generally be limited to the expression of an opinion on the financial statements and discussion with respect to presentation and disclosure. They will not generally include accounting work, physical preparation of financial statements, schedules, working papers or any other non-audit responsibilities. Should these be required, they will be discussed separately from the formal audit of the Board's activities.

The auditor may be requested to provide professional counsel to Wolf Creek Public Schools for issues related to the above as well as day-to-day operations of the school division.

GENERAL REQUIREMENTS

Annual Schedule

Prior to June 30th of each year, the Board's auditor (hereinafter referred to as the auditor) and the Assistant Secretary-Treasurer shall meet to prepare a schedule of audit activities that will accommodate the needs of the Board for submission of the Audited Financial Statements of the Board for the year concerned by November 30th or such earlier deadline as may be required by Alberta Education.

The above-mentioned schedule will set out:

- 1) The important key dates for necessary information to be assembled by both parties.
- 2) A timetable and list of all the necessary schedules, working papers, analyses and other information relevant to statement preparation.
- 3) A definition of the responsibilities of both Board staff and auditor with respect to preparation of all required documents bearing in mind that there is to be as much involvement from Board staff as possible so that the annual statement may be assembled by Board personnel and at the least cost to the Board.
- 4) Dates for meetings between Board personnel and the auditor to review progress made by both parties.

Qualified Statements

The auditor shall immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a statement of qualifications with respect to the Board's financial statements, inform and fully discuss such matters with the Secretary-Treasurer and Chair of the Audit Committee. In addition, the auditor shall allow a reasonable period of time for investigation, analysis and reporting to correct the problem to avoid the inclusion of such qualifications.

Delivery of Audited Financial Statements

Audited Financial Statements shall be delivered to the attention of the Secretary-Treasurer by the deadlines set out in the annual schedule.

Audit Committee

The auditor will attend such meetings as are called by the Audit Committee to prepare for the audit and discuss the annual statements. The auditor shall provide such information as may be requested to enhance Audit Committee members' understanding of matters pertaining to the statements.

Management Letter

As part of the annual audit, the auditor shall prepare and deliver to the Secretary-Treasurer and Superintendent, letters conveying the concerns relative to the internal accounting and operating controls and/or other matters of material importance with respect to their operations, which have been discovered in the course of the audit. The auditor shall also meet with the Secretary-Treasurer and Superintendent to discuss the concerns identified and how they might be addressed by Wolf Creek Public Schools.

Engagement Letters

The Board and auditor shall prepare and exchange annual engagement letters that will specify the responsibilities to be discharged by each of the parties.

Adherence to the critical dates outlined with this Proposal Call and the annual schedule referred to above will be an essential feature of satisfactory performance under the audit contract. The agreed year-end plan will be incorporated in the annual engagement letter which will be required under the audit contracts.

Superintendent Performance Assessment Indicators

As part of the annual audit, the auditor shall prepare and deliver to the Superintendent a letter addressing their opinion relating to the following performance assessment indicators:

- Generally Accepted Accounting Principles are being followed
- Adequate internal controls exist and are being followed
- All collective agreements and contracts are being administered and interpreted so staff and contract personnel are being paid appropriately and appropriate deductions are being made
- School based funds are expended as per approved budgets
- The Board is informed annually about incurred liabilities

- The Board is informed immediately regarding pending litigation

TERM

The term of appointment by the Board of Trustees will be five years. The first year of appointment will be for the fiscal year ending August 31, 2020.

Basic Proposal Information

Proposals should include the following information as a minimum:

- 1) An introduction to the firm, address and contact person
- 2) The firm’s experience in providing audit services to the not-for-profit sector
- 3) Demonstrated knowledge and expertise in the not-for-profit sector
- 4) A description of the qualifications of the service team that will be directly responsible for the audit
- 5) Fee structure for audit services including an estimate of the hours expected to perform the annual audit, an estimate of the fees for non-audit specific services and expected out-of-pocket costs
- 6) Profile of the senior staff to be assigned, including the client partner. Please indicate in your proposal the anticipated time of the partner’s involvement
- 7) Description of audit strategy and proposed timeline
- 8) Three references, preferably from within the not-for-profit sector, including name and contact information for whom the firm has provided audit services in the past five years
- 9) An attestation that no member of the service team is currently engaged or has been engaged with in the past two years with Wolf Creek Public Schools or elsewhere in the CPA profession in the provision of educational services, including program development and evaluations
- 10) Disclosure of any other actual or perceived conflict in the acceptance of the appointment as auditor

BASIS OF AWARDING THE CONTRACT

Proposals meeting the mandatory requirements will be assessed against the evaluation criteria indicated below.

Capability of Proponent and Audit Team	25%
Proposed Audit Strategy	45%
References	10%
Fees	20%
Total	100%

Questions concerning this request for proposal or any additional information regarding Wolf Creek Public Schools may be directed to Kevin Pobuda, CPA, CGA (kevin.pobuda@wolfcreek.ab.ca) (403)783-3473 or Mat Bergonzine, CPA (mat.bergonzine@wolfcreek.ab.ca) (403)783-3473