

Alumnae Association of the Philadelphia High School for Girls



Perpetuate Cultivate Enhance Advance

The Alumnae Association of the Philadelphia High School for Girls REQUEST FOR PROPOSAL (RFP) Independent Audit

Opens: Monday, January 22, 2024
Closes: Thursday, February 22, 2024

The Alumnae Association of the Philadelphia High School for Girls (AAPHSG)
P.O. Box 21471
Philadelphia, Pennsylvania 19141-9998
Phone: (484) 938-8707
ed@ghsalumnae.org

Request for Proposal for the preparation of yearly audited financial statements and related filings for a three-year period.

The Alumnae Association of the Philadelphia High School for Girls (AAPHSG) is requesting an audit and tax proposal from several CPA firms with extensive experience providing nonprofit auditing and tax services to not-for-profit associations. We are entertaining RFP submissions for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2021 fiscal year and ending June 30, 2023. If your company fits that description, we invite you to submit a proposal.

Services required:

- Annual financial statement audit
- Federal Single Audit (*if applicable*)
- Preparation of Charitable Organization Annual Report
- Management letter

Our Organization Background and History:

The Alumnae Association of the Philadelphia High School for Girls is a 501(c)(3) organization. Founded in 1889, for the last one hundred thirty-four years, our association has served the alumnae body and students at the Philadelphia High School for Girls by awarding grants and scholarships, and funding capital improvements, and special projects. We have one employee, the Executive Director, located in our Philadelphia office.

Our Mission Statement

The mission of the Association shall be to perpetuate the ideals and promote the welfare of the Philadelphia High School for Girls, to further and protect the interests of the Association and its members, to cultivate

fellowship and helpfulness among them, and to advance in every way all efforts looking to the enlargement and enhancement of opportunities for women.

Current Financial Information

If you decide to submit a proposal, we will make available to you:

- The current financial statements
- Current trial balance
- Chart of accounts
- Financial overview can be found at <https://www.causeiq.com/organizations/alumnae-association-phila-high-school-for-girls,236266630/>
- Organization chart

Proposal Specifications

Please provide the following information in your Proposal. Since we will be comparing the qualifications of several firms, please provide the information in the order requested.

Firm philosophy in providing services to the organization

- Provide a brief description of your firm.
- Describe what engagements your firm currently has in our industry. Please list such positions if partners or other employees serve in an advisory capacity.
- Describe your firm's basic approach to performing an audit and the resulting advantages that will accrue to our organization. *You should identify how a job is planned, scheduled, partner and manager commitment, quality control, and other areas in which you feel you are unique.*

Other services available through your firm

Scheduling and staffing of engagement

- Identify the engagement team performing our audit and include resumes of the qualifications and experience of partners.
- Indicate the expected timing and completion of the audit and the expected delivery of the financial statements and management letter (this should directly correlate with our needs).
- Indicate what assistance our Treasurer and Executive Director must provide the engagement team.
- Indicate what records the Association will need to provide.

Fees

- Provide information regarding your audit fee for our audit. State whether or not expenses are included in your fee structure.
- Describe whether and how you bill for overruns. State how your organization can reduce any overruns and how we can be assured of no "surprise" billings.
- Explain your firm's availability and billing for advice and counsel during the year.

The audit must be completed within 60-90 days of the end of each fiscal year for the **Alumnae Association of the Philadelphia High School for Girls (AAPHSG)** Board of Directors to review each document before its submission to the appropriate recipients. In addition, **AAPHSG** requires a meeting of the auditors and selected **AAPHSG** board and staff members to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' finance committee.

Your Proposal must be received by Thursday, February 22, 2024.

Send your proposal to:

Marcia L. Hinton
Executive Director
AAPHSG
P.O. Box 21478
Philadelphia, PA 19141-9998

or

Submit electronically to ed@ghsalaumnae.org.

The finance committee will review all proposals and make a recommendation regarding the choice of auditors to the entire board of directors by Friday, March 22, 2024.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at ed@ghsalumnae.org or 267-273-2030. I look forward to receiving your proposal.

Sincerely,



Azeb Kinder
President
AAPHSG