



REQUEST FOR PROPOSAL – ANNUAL FINANCIAL STATEMENT AUDIT

Introduction

The Association of Chartered Professional Accountants of Newfoundland and Labrador (CPA NL) is a self-governing professional organization established in 2015 under the *Chartered Professional Accountants and Public Accountants Act*. As a not-for-profit organization under the Income Tax Act, CPA NL is not subject to either federal or provincial income taxes.

CPA NL's fiscal year-end is March 31. CPA NL is seeking proposals for audit services for a three-year term commencing with the year ending March 31, 2025.

Timeframe

To be considered for evaluation, responses to this Request for Proposals must be received at CPA NL's office by July 15, 2024 and sent to the attention of:

Jason Hillyard, CPA, CGA
CEO

Association of Chartered Professional Accountants of Newfoundland and Labrador
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St. John's, NL
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Submissions received after July 15, 2024 will not be considered. This Request for Proposal does not commit CPA NL to award any contracts. CPA NL reserves the right to accept or reject any or all proposals received as a result of this request.

Description of Services Required

The purpose of this request is to obtain proposals from licensed chartered professional accountants to perform the annual audit of the financial statements of CPA NL commencing with the year ended March 31, 2025. Preparation of the annual tax return for CRA is also to be included in the services rendered. A working paper file, including financial statements will be provided at commencement of the engagement each year.

The financial statements will be required for Board approval by late May each year.

Items to be included in the Submission

Responses to this request for proposal should be typewritten and submitted to the Association office in accordance with the timeframe set forth above. Submissions may be sent by regular mail, email or hand delivered. The submission should include:

1. Letter of transmittal confirming an understanding of the work to be performed, time and cost estimates as well as a commitment to provide the services within the specified timetable.
2. Summary of qualifications, including experience in provision of audit services to similar entities.
3. Identification of partner and other senior staff that will be responsible for the engagement.
4. Description of the firm's proposed approach to the audit
5. The cost to provide the services as described

Additional Information

Requests for additional information should be directed to Kim Mayo, CPA, CA at kmayo@cpanl.ca or by phone 709-753-3090 ext. 205. Additional information will be limited to the most recent annual audited financial statements and the management letter for that year. Audited financial statements for March 31, 2023 and prior can be found on our website <https://www.cpanl.ca/en/about-cpa-newfoundland/annual-reports>.