



## **Request for Proposal**

### **Audit Services**

**Closing Date:** - Proposals must be received by February 19, 2021.

**Please submit your responses to:**

MEOW Foundation

Attn: David Quach, Treasurer

Phone: 403.230.6033 ext. 8

e-mail: [theboard@meowfoundation.com](mailto:theboard@meowfoundation.com)

**Inquiries:**

MEOW Foundation

Attn: David Quach, Treasurer

Phone: 403.230.6033 ext. 8

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**Purpose:**

MEOW Foundation for the Adoption of Abandoned Cats (“MEOW Foundation” or “Foundation”) is seeking proposals from interested and qualified accounting firms for the provision of external audit services of the Foundation’s annual financial statements in accordance with generally accepted auditing standards for the fiscal years 2021-2023 inclusive. Subject to satisfactory performance of the external audit services by the successful firm, the term may be extended, if mutually agreeable to both parties.

**Background:**

Founded in 2000, MEOW Foundation is a specialized cat-focused registered charity and humane society with a no-kill mandate. We rescue and facilitate the adoption of stray and abandoned cats into new, loving permanent homes. We work hard to ensure that each MEOW cat is matched with the best possible home based on his or her personality, history, habits and individual needs.

In addition to our Rescue and Adoption program, MEOW Foundation offers a subsidized Spay Neuter Assistance Program (SNAP), Cat Food Assistance Program and Trap Neuter Return (TNR) Program for cats living in the Calgary community. Opened in 2019, the MEOW Charity Thrift Shop accepts donated gently used household items and 100% of the proceeds go towards the care of cats.

**Accounting Structure:**

The responsibility of the external auditors is to examine the financial statements prepared by the Foundation and to express an audit opinion thereon. The financial statements will include the operations of all programs within the Foundation’s reporting entity. The audit report will be addressed to Audit & Finance Committee of the MEOW Foundation; it must disclose the scope of the examination and state that the audit was performed in accordance with generally accepted auditing standards. The report will also include an opinion as to whether the financial statements conform to Canadian accounting standards for not-for-profit organizations. MEOW Foundation’s financial statements for the year ended June 30, 2020 with comparative results are available upon request. Annual reports from 2018 and previous years can be found on the Foundation’s website ([www.meowfoundation.com/about](http://www.meowfoundation.com/about)).

The selected audit firm must be knowledgeable of Canadian accounting standards for not-for-profit organizations and advise the Foundation on amendments to the Standards. Upon request, the firm will also be required to attend Audit & Finance Committee meetings to make presentations and discuss the audit and related financial issues.

**Audit Timetable:**

<b>Event</b>	<b>Timetable</b>
Pre-audit meeting/detailed audit plan	First week of July
Audit field work (preference on remote sites)	Six weeks starting first week of August
Draft financial statements	Second week of September
Audited financial statements to Foundation's Audit & Finance Committee	Third week of September
Final audit report and package	Third week of September
Annual General Meeting	Last week of September

**Additional Services:**

Ancillary studies, audits or examination of other accounts, records and transactions may be required from time to time. Separate scoping and engagements for such other examinations will be negotiated separately at the time of request.

**Client Assistance Provided to Auditors:**

MEOW Foundation will be available to assist the auditors by providing information, working papers, schedules, and funding agreements. Supporting documents will be provided to the auditors on a timely basis.

MEOW Foundation's finance team has gone paperless and all supporting documentation will be provided through cloud storage/file-sharing services.

The preparation of all confirmations will be the responsibility of the audit firm as well as preparation of the financial statements.

**Proposal Response Format:**

1. State the location and overall size of the firm performing the services. Describe the range of activities performed by the firm such as auditing, tax service and accounting or management services. Identify the accounting firm's experience with accounting standards for not-for-profit organizations.
2. State the proposed audit team's qualifications and experience with accounting standards for not-for-profit. Detailed skills or experience which are directly relevant to the capacity of the team who would be assigned to conduct the audit of MEOW Foundation.
3. Outline the firm's fee structure for the delivery of audit services. Rates must be provided in Canadian funds.

**Proposal Evaluation and Selection Process:**

1. Proposals received by closing time will be screened for compliance with the requirements stated in this request for proposal. At its sole discretion, MEOW Foundation reserves the right to determine whether any proposal is compliant.
2. After a proposal response has been determined to have met the requirements, all proposals will be evaluated to determine the best fit and value to MEOW Foundation.
3. Only the successful proponents will be contacted to engage with further.
4. In accordance with the Bylaws of MEOW Foundation, an award will be made to the successful proponent only upon formal approval by the Board of Directors.
5. MEOW Foundation does not bind itself to the lowest of any bidders.