Date

Address Block

Dear

Our LOCAL ASSOCIATION requests COMPANY/ACCOUNTING FIRM NAME to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with 20XX fiscal year and ending XX/XX/20XX. Our organization DOES/DOES NOT require a SINGLE/CONSOLIDATED audit. The audit of our organization’s financial statements must be performed in accordance with generally accepted auditing standards.

Our organization requires the following services:

1. Annual financial AUDIT/REVIEW
2. Preparation of IRS form 990
3. Management letter

All of the above must be completed within 180 days of the end of fiscal year 2014, in order for our Board of Directors to review the documents at its XX/XX/XXXX meeting. In addition, our organization requires that a meeting of the auditors and selected audit committee, finance committee, and staff members be held to discuss a draft version of the financial statements and the auditors meet at least yearly with the BOARD OF DIRECTORS/FINANCE/AUDIT COMMITTEE.

Organizational Background:

Association Name:

Tax Status:

Contact: NAME, ADDRESS, EMAIL, PHONE #

Bylaws: ATTACH

Year & State of Incorporation: MICHIGAN CORPORATION – EST. XXXX

Membership: PROVIDE FULL DESCRIPTION OF MEMBERS/MEMBERSHIP TYPES, ETC.

Activities/Mission:

Subsidiary Organizations:

Board of Directors: NUMBER, TERM, ETC (ie. EXCERPT FROM ASSOCIATION’S POLICY MANUAL)

Staff: NUMBER, TITLE, ETC.

All proposals must include:

* A proposed timeline for fieldwork and final reporting.
* Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged.
* Procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.
* Names of partners, audit manager, and field staff who will be assigned to our audit.
* References and contact information from at least XX comparable nonprofit audit clients.

Criteria for Selection:

* Background and experience in auditing non-profit clients, or have sufficient knowledge of the accounting policies and procedures for non-profit entities.
* Experience and knowledge of tax laws relevant to non-profits.
* Audit fees must be within limitations of the Association’s budget.
* Engagement letter must be signed by 4/30/2015 (first year) and reports completed by 9/30/15 in year 1.
* Audit must take place prior to XX/XX/20XX and reports completed on or before XX/XX/20XX
* No conflict of interest with the audit firm.

Your proposal must be received by XX/XX/20XX. Send your proposal to NAME at ASSOCIATION’S ADDRESS. The FINANCE/AUDIT COMMITTEE will review all proposals at their XX/XX/20XX meeting and make a recommendation regarding the choice of auditors to the full board of directors in MONTH/TIMEFRAME.

If you have any questions or would like further clarification on any aspect of this request for bid, please contact NAME, at EMAIL/PHONE NUMBER. I look forward to receiving your proposal.

Sincerely,