



REQUEST FOR PROPOSAL (RFP)
Nonprofit Audit Services and Tax Return Preparation
Period: July 1, 2024 – June 30, 2025

Date of RFP: January 7, 2025

Proposals Due: February 14, 2025, 11:59pm ET

Introduction

Helping and Lending Outreach and Support (HALOS) seeks proposals from qualified CPA firms to audit its financial statements for the fiscal year ending June 30, 2025 as well as prepare the organization's annual Form 990. This audit is to be conducted in accordance with generally accepted auditing standards and the financial statements are to be prepared in accordance with Generally Accepted Accounting Principles (US GAAP) applicable for not-for-profit organizations.

Background

The mission of HALOS is to promote safe and nurturing homes for children in kinship care. The HALOS kinship care program provides direct services to families in which a grandparent, other relative, or someone close to a child steps in to raise them when a parent cannot do so safely. In 2007, HALOS began the first kinship care program in South Carolina, based on evidence of need and the lack of resources for this large and growing population of families. HALOS offers a range of opportunities for caregivers to gain support, meet critical needs, and connect with their peers and community.

The main component of the program is a service referred to as navigation, which is the label commonly used to define programs that connect kinship caregivers to referrals and resources needed to promote the safety, permanency and well-being of children in their care. Other services in this program include: long-term case management using the Success Coach model, virtual and in-person support groups, mentorship that elevates the voices of caregivers with lived experience, caregiver education, access to critical goods (such as beds, cribs, diapers, clothing, etc.), and special drive initiatives (summer camp, back to school, holidays) that address the barriers kinship families often encounter.

HALOS has an annual budget of approximately \$2M and 15 full-time staff members as well as a contracted Director of Finance and accounting support.

Project Objective

HALOS seeks an auditor to audit for the 12-month period from July 1, 2024 to June 30, 2025, with an anticipated audit start date of mid-August 2025, a final audit report due to the board by October 1, 2025, and submission of an approved Form 990 to the IRS by November 15, 2025.

The objective of the audit is to express an opinion as to whether the financial statements of HALOS present fairly and accurately the financial position, results of operations, and changes in cash flow in accordance with generally accepted accounting principles. During the engagement, the Auditor should report:

- Significant or unusual transactions entered into by HALOS that Management and/or the Board of Directors should be made aware of;
- Significant risks identified as part of the audit process;
- Deficiencies in internal controls that are of sufficient importance to merit the attention of Management and/or the Board of Directors;
- Any disagreements with Management about matters which are significant to the organization's financial statements;
- Lack of compliance with the Financial Management Controls Policy;
- Lack of compliance with financial or other relevant legislation; and/or
- Lack of compliance with US GAAP.

Any such instances should be reported in the management letter or communications to the Board of Directors, if applicable.

Expected Deliverables

Deliverables will include but are not limited to:

- Engagement letter prior to commencing the audit;
- Scheduling of meetings with HALOS and its Board;
- Outlining of any required reporting necessary to the completion of the project;
- An auditor's report, management letter, and required communications to those charged with governance (Board of Directors) in a format consistent with generally accepted auditing standards;
- The management letter should identify areas of concern or control weaknesses found, recommendations for improvement, and management's response on any concerns identified;
- A completed Form 990 and submission to the IRS after approval by the Board;
- Discussion of the auditor's report, management letters, communication with those charged with governance, and 990 with Management and HALOS' Board of Directors prior to their distribution; and
- Meeting audit or reporting requirement dates as outlined in this RFP or jointly determined by Management and the Auditor.

Proposal Guidelines

All proposals must include:

1. Evidence of the firm's qualifications to provide the above services;
2. Background and experience in auditing nonprofit clients;
3. The size and organizational structure of the auditor's firm;
4. Statement of the firm's understanding of work to be performed, including tax and non-audit services;
5. A proposed timeline for fieldwork and final reporting;
6. Proposed fee structure for the audit, as well as whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
7. A description of billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
8. A copy of the firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
9. References and contact information from at least two comparable nonprofit audit clients.

Proposal Submission

Your proposal must be received by 11:59 pm Eastern Time on Friday, February 14, 2025. Proposals should be submitted as a single PDF via email to suzannelynch@comcast.net with a copy to jed@charlestonhalos.org and chris@charlestonhalos.org. The Board's Finance Committee will review all proposals and make a decision as soon as possible.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Chris Daniels, Director of Finance, via email at chris@charlestonhalos.org.