

Friends of Hopewell Valley Open Space Request for Proposal Audit, Tax and Financial Services Fiscal Years 2017, 2018, 2019

Association Information

Friends of Hopewell Valley Open Space (FoHVOS) is a nonprofit land trust that is dedicated to preserving the Valley's character through open space and farmland preservation, and natural resource protection. Since our inception in 1987, we have partnered with landowners, government and nonprofit organizations to preserve over 7,500 acres of open space and farmland. We are managed by a volunteer Board of Trustees and have a staff of 3 FTEs. FoHVOS operates from offices located at Baldpate Mountain Preserve, Titusville, NJ. Our operating budget for 2017 totals just over \$300,000.

Financial

Financial statements for the Friends of Hopewell Valley Open Space are prepared in accordance with GAAP and follow FASB rules. For accounting and reporting purposes net assets are defined in three categories-unrestricted, temporarily restricted and permanently restricted. The accounting method employed is on an accrual basis and the accounting year follows the fiscal year ending on December 31st.

Major revenue sources include: government and private grants and donations as well as earnings from an endowment of approximately \$3 million. We receive contributed income via our Annual Campaign and two special events with a focus on building our membership and donor base.

Major expenditures are payroll, related taxes and benefits, and land stewardship related expenses. From time to time, the organization receives grants for the purpose of land acquisition and preservation.

Computer Equipment and Accounting Software

Quickbooks is the software used for the Accounting System. We use Donor Perfect s for contributed support. Primepoint has been our payroll processing firm since the beginning of 2017.

Relationship With Prior CPA Service Provider

These services have been provided by Lewis W. Parker III, CPA for the past nine years. At this time, Lewis W. Parker III, CPA's contract has come to a close. The Friends of Hopewell Valley Open Space's Board of Directors is requesting the three year contract proposals from Lewis W. Parker III, CPA as well as other qualified firms. The relationship with Lewis W. Parker III, CPA has been very good and the Board of Directors has been satisfied with the quality of services provided.

Audit Timing

The fiscal year ends December 31st. Interim work is to be completed March 1st including year end requests of client. Fieldwork commences in the first week of March and the expected delivery of financial statements and management letter would be the last week of April. We would also expect the timely preparation and filing of all tax returns and other related documents.

Our association requests a bid from your firm to:

- Audit of the financial statements for the years ending December 31, , 2017, 2018 and 2019 including financial position, statement of activities, statement of functional expenses, and a statement of cash flows in accordance with Generally Accepted Accounting Principals.
- Prepare a management letter
- Prepare and review our federal and state tax returns
- Meet with our Finance committee to review audit and management letter.
- Be available to answer any questions throughout the entire year.

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

- The latest audited financial statements
- The latest tax returns
- Chart of accounts
- Organizational chart.

Proposal Specifications

Please provide the following information in your proposal. Since we will be comparing the qualifications of a number of firms please provide the information in the order requested. ***Please submit an electronic copy of your proposal for review by our Finance Committee by Monday, December 11.*** The committee may elect to interview potential candidates after reviewing the written proposals.

A. Firm philosophy in Providing Services to Non-profits

1. Provide a brief description of your firm and qualifications. Indicate if you regularly provide services to other non profits.
2. Describe what engagements your firm currently has in the not-for-profit industry. If partners or other employees serve in an advisory capacity, please list such positions.
3. Describe your firm's hiring philosophy and the levels of individuals who would be assigned to our account. Specifically explain how your firm can provide continuity of staff in our audit.
4. Describe your firm's decision making process for reviewing the organization's accounting and reporting matters affecting the organization.
5. Discuss the communication process used by your firm to discuss issues with management and audit committee and Board of Directors

6. Describe your firm's basic approach to performing an audit and the resulting advantages, which will accrue to our association. You should identify how a job is planned, scheduled, partner and manager commitment, your quality control. Include any other areas in which you feel you are unique or possess special experience applicable to our organization.
7. State reasons why our selection of your firm as our independent auditors is the best decision we could make.

B. Scheduling and Staffing of Engagement

1. Identify the engagement team which would be performing our audit and include the qualifications of the personnel designated for this engagement.
2. Comment on the impact of transition on our association and any additional charges for start up.
3. Indicate the expected timing and completion of the audit and expected delivery of the financial statements and management letter (this should directly correlate with our needs).
4. Indicate what assistance is required by our accounting staff to be provided to the engagement team.

C. Fees

1. Provide a fixed annual flat fee for the audit engagement. Also, additional information regarding estimated number of hours to be spent by each staff would be appreciated.
2. Indicate any additional costs and or out-of-pocket expenses that would not be included in the stated fee.
3. Explain your firm's availability and billing for advice and counsel during the year.

D. References

1. Please provide a listing of clients we may contact. Clients listed should be of similar size and nature to our Association. Such a listing of clients should include clients' contact name, telephone number and email address.
2. Include a copy of your firm's most recent Peer Review Report, the related letter of comments, and the firm's response to the letter of comments.

F. Other Proposal Information

1. Please give any additional information, not specifically requested previously, considered essential to the proposal. If there is no additional information to present, state "There is no additional information we wish to present."

2. It should be noted that either party may cancel the audit for the second or third year by written notice to the other party no later than June 1 of the year to be audited.

Proposal Deadline

The deadline for receipt of your proposal submission is **December 11, 2017**. No proposals received after this date will be considered. All proposal submissions will be responded to once a decision has been made. If you have any questions concerning this RFP, please contact Lisa Wolf, Executive Director. We appreciate your consideration of our proposal.

Contact Information:

Lisa Wolff

Friends of Hopewell Valley Open Space

P.O. Box 395

Pennington, NJ 08534

Tel: (609) 730-1560

Fax: (609) 730-1561

Email: execdir@fohvos.org