

# ARKANSAS COMMUNITY ACTION AGENCIES ASSOCIATION, INC.



## Request for Proposals for Audit

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Arkansas Community Action Agencies Association, Inc. (ACAAA) is soliciting proposals from firms to provide its annual audit and related filings beginning with the fiscal year ending June 30, 2023. ACAAA does require a federal single audit. The proposals must be submitted no later than 4:00 PM, December 1, 2023, directly to our office by mail at the following address or via email:

Arkansas Community Action Agencies Association, Inc.  
1111 W. 6<sup>th</sup> St., Ste. C  
Little Rock, AR 72201-3017  
Attn: Tomekia Moore  
tmoore@acaaa.org

The audit of ACAAA must be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

ACAAA is a 501(c)(3) organization. Please refer to <http://www.acaaa.org> for further description of ACAAA, its mission, and its programs.

ACAAA receives funding from contracts, grants, fees, and local source income. Total revenue for the fiscal year ended June 30, 2023, was less than \$100,000, including private and federal sources.

ACAAA requires the following services:

1. Annual Financial Statement Audit;
2. Federal Single Audit;
3. Preparation of IRS Form 990;

The audits must be completed by March 1, 2024. In order for ACAAA to review each document prior to its submission to the appropriate recipients, we require that the draft version of the audited financial statements along with any proposed audit adjustments be presented no later than 10 business days prior to the aforementioned required completion date. In addition, we request that the audit be presented to our Board of Directors at the March 2024 meeting by a member of your senior audit staff. The preparation of IRS Form 990 should be completed in accordance with the IRS filing deadlines.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure;
- h) Describe your 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;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies. Please indicate if you have minority ownership.



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- j) A copy of your firm's most recent peer review report, peer review report acceptance letter, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from at least 3 comparable nonprofit audit clients.

Your proposal must be received by December 1, 2023. The ACAA Board of Directors reserves the right to review all proposals and to make its selection based on the needs of the organization. The Board anticipates making the final selection by December 11, 2023, to allow sufficient time for timely audit completion.

If you have any questions or would like further clarification of any aspect of this request for proposal, please contact Tomekia Moore, Executive Director ([tmoore@acaaa.org](mailto:tmoore@acaaa.org)) or Delia Anderson-Farmer, President ([dfarmer@eoawc.org](mailto:dfarmer@eoawc.org)).