

December 12, 2023

Boys & Girls Clubs of Laredo invites all accounting firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a one-year period beginning with the 2023 fiscal year. Our organization does not require a federal single audit. The audit of Boys & Girls Clubs of Laredo financial statements must be performed in accordance with generally accepted auditing standards.

Boys & Girls Clubs of Laredo is a 501(c) organization. The mission of The Boys & Girls Clubs of Laredo is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens.

OUR NONPROFIT serves 25,000 members each year with funding from grants, contracts, and fees. We receive government funding. Our annual revenue has ranged between \$1,800,000.00 and \$2,000,000.00 over the past 2 years.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Preparation of Charitable Organization Annual Report for the Board of Directors
3. Management letter

All the above must be completed within 120 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, Boys & Girls Clubs of Laredo requires that a meeting of the auditors and selected board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors.

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.
- j) 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; and
- k) References and contact information from at least 2 comparable nonprofit audit clients.

Your proposal must be received by January 31, 2024. Send your proposal to us at bidopportunities@bgclaredo.com. The finance committee will review all proposals at their January 2024 meeting and make a recommendation regarding the choice of auditors to the full Board of Directors of the Boys & Girls Clubs of Laredo, Texas in February 2024.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact us at bidopportunities@bgclaredo.com or by calling 956-242-4975. I look forward to receiving your proposal.

Sincerely,

Boys & Girls Clubs of Laredo