

REQUEST FOR PROPOSAL

AUDIT SERVICES

LaSalle Community Action Association, Inc., 202 Sicily Street, Harrisonburg, LA 71340, is soliciting proposals from CPA firms interested in conducting an independent annual financial audit and preparing Tax Form 990 for the period ending December 31, 2024. Engagement will be for a one (1) year contract with options up to 3-5 renewals.

The annual financial audit includes, but is not limited to, the following:

Letter of Engagement with proof of the audit firm's approval by the Louisiana Legislative Auditor.

Statement of financial position (assets, liabilities, and net assets).

Statement of Activities (revenue, support, and expenses and changes in net assets).

Statement of Functional Expenses.

Statement of cash flow and expenses.

Schedule of fixed assets.

The audit will be performed in accordance with generally accepted auditing standards; Government Auditing Standards; and the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulation (CFR) Part 200, Uniform Administrative Requirements for Federal Awards (Uniform Guide).

Examination shall conform to all federal, state, and local funds administered by LaSalle Community Action Association, Inc. according to laws and regulations governing each funding source (grant).

Services shall also include, in conjunction with annual audit, the performance of State-Agreed Upon Procedures, as promulgated by the Louisiana Legislative Auditor, and issuance of Independent Accountants Report in Applying Agreed-Upon Procedures, detailing the results of those procedures performed.

Providing 25 bound copies of the audit with a Management Letter, and reporting, in person, to the Board of Directors, the audit report.

Forwarding the audit report to the Legislative Auditor, the proper funding sources for each program, and any other designated agency deemed necessary by the funding source or state/federal regulations/laws.

All audit proposal must include, at a minimum, the following:

Evidence of the firm's qualifications to provide these services.

Background and experience in auditing, particularly non-profits with a 501(c)(3) status with the IRS.

Statement of the firm's understanding of the work to be performed including tax and non-audit services.

Total price to perform these services with the understanding payment will be made to the audit firm upon availability of funding.

All proposals must be sealed, clearly marked on the envelope, and submitted by June 28, 2024 to:

LaSalle Community Action Association, Inc.,

202 Sicily Street, Post Office Box 730

Harrisonburg, Louisiana 71340

Attention: Dorothy C. Oliver, Executive Director or Tracy McDonald, Fiscal Manager

LaSalle Community Action Association, Inc. reserves the right to accept or reject any and/or all proposals, in whole or part, and to make an award in the best interests of the agency.

If you have any questions regarding this proposal, please contact Dorothy C. Oliver, Executive Director, or Tracy McDonald, Fiscal Manager, at 318-574-2130 or at the above address.