



**Ktunaxa Kinbasket
Child & Family
Services Society**

We invite you to submit your proposal for...

REQUEST FOR PROPOSALS EXTERNAL AUDITOR

SCOPE OF WORK:

The Ktunaxa Kinbasket Child and Family Services Society (KKCFSS) is requesting proposals for the selection of Auditor services for a three year term for the year's ending March 31, 2017-2019.

Background information:

- KKCFSS is a non-profit organization;
- The total number of employees is 50;
- The annual budget is \$5.5 Million;
- Approximately 95% of the funding is received from the Federal and Provincial Governments;
- The annual payroll and benefits expense is \$2.3 Million;
- The Financial Affairs of KKCFSS are currently managed by the Financial and Business Services Manager. The Manager has 4 years related Financial Management experience.
- Audit preparation will be completed by KKCFSS prior to the selected Auditors commencing work. This work will include: Working papers and supporting documentation.

PROPOSAL REQUIREMENTS:

- Proposals must include: the estimated length of fieldwork, including the anticipated date of completion;
- Hourly rate for additional work/consulting;
- Contractors must provide fee quotes for each of the three years'.

ENGAGEMENT REQUIREMENTS

- Identify the Auditor's experience with Non-Profit Organizations, Aboriginal Affairs and Northern Development Canada, and First Nations Audits;
- Preparation of the Management Letter;
- Preparation and Presentation of the Financial Statements to the KKCFSS Board by the end of June 2017;
- Attendance and presentation of the Audited Financial Statements at the KKCFSS Annual General Assembly;

PROPOSALS MUST BE SUBMITTED BY May 20, 2016

Please submit your Request for Proposals to:

**Derek Hunter
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