



Request for Proposal

The New York State Society of Certified Public Accountants and Combined Entities Audit and Tax Engagements Fiscal Years Ending 2019-2022

The New York State Society of Certified Public Accountants (“NYSSCPA”), a 501(c)(6) organization, and its Combined Entities seek proposals from CPA firms with experience auditing not-for-profit membership organizations of comparable size and complexity to perform audits for each of the fiscal years 2019-2022. The NYSSCPA and its Combined Entities have annual budgeted revenues of approximately \$14 million. The audit engagement for the Combined Entities includes the NYSSCPA; the Foundation for Accounting Education, Inc. (“FAE”), a 501(c)(3) organization; the Moynihan Scholarship Fund, Inc., a 501(c)(3) organization; and the Political Action Committee (“PAC”). The engagement includes the following tax filings: NYSSCPA 990, NYSSCPA 990-T, NYSSCPA CT-13, FAE 990 and FAE Char 500, Moynihan Scholarship Fund, Inc. 990 and Char 500, and possibly PAC 1120-POL. Interested firms should submit proposals for the audit of the Combined Entities and for the preparation of tax returns. The fiscal year-end for all entities is May 31.

The NYSSCPA Audit Committee requests management letters documenting not only internal control recommendations, but also any additional organizational recommendations identified during the engagement, including any based upon the audit firm’s experience with other similar organizations.

The independent auditor should plan on year-end fieldwork in July. The auditor should plan on at least three meetings with the Society’s Audit Committee each year, consisting of a planning meeting, a review of tax returns in April, and a final report on the audit results in August. The NYSSCPA’s Board of Directors will engage a firm for a four-year term, subject to annual approval. During the term, no representative of the firm may serve on the Board or as a member of the Audit, Finance, or Investment committees of any of the entities being audited, or hold other key positions in any of the entities being audited.

Financial Statement Audit Fieldwork Commencement	Mid-July
Presentation to Audit Committee	End of Month August, Early September
Tax Returns: All Information Related to Tax Returns Provided	Mid-February
Finalize, Complete, and Present Tax Returns to Audit Committee	April

Proposals should be addressed to the attention of Patrick Payano, CFO, NYSSCPA, 14 Wall Street, 19th Floor, New York, NY 10005, ppayano@nysscpa.org, and

simultaneously and electronically to Michael M. Todres, Audit Chair, at mike@todres.com.

Proposals will be received until Friday, January 18, 2019, at which time all proposals will be submitted to the Audit Committee for evaluation. Late proposals will not be accepted. The Audit Committee will plan to make its recommendation to the Board of Directors for its approval following the evaluation process.

Proposals should contain the following information:

- Experience of the firm conducting audit and tax engagements(s) for membership organizations of the appropriate size and complexity
- A list of references comprising similar current or recent clients, contact names, and phone numbers. References should be for engagements on which at least one key member of the team being proposed for the NYSSCPA audit has recently worked.
- An outline of the planned staffing of the engagement, including the experience level of staff to be assigned, and résumés of partners and managers
- A brief description of the approach expected to be used to conduct the audit, as well as planned timing and any other information relative to the planned work that the committee might find useful
- The ability of the firm to meet our reporting timetables
- A copy of the report and letter of comment from the firm's most recent peer review, and the results of the most recent PCAOB inspection, if any. If a letter of comment was not issued, please so indicate.
- A four-year-term fixed price, including total fees and expenses for each year, assuming that the engagement continues with no unexpected significant changes in the accounting, reporting, or audit requirements. Fees and expenses should be detailed as follows: Combined Financial Statement Audit, NYSSCPA tax returns, FAE tax returns, Moynihan Scholarship Fund tax returns, and PAC tax returns.

The most recent financial statements for the NYSSCPA and its consolidated entities are available at www.nysscpa.org/about/about-nysscpa/financial-information#sthash.MFwyeQFE.dpbs.

Qualified CPA firms of all sizes, including firms located outside the metropolitan New York City area, are encouraged to submit proposals.

Questions regarding the content of this proposal or inquires relating to the accounting and administrative activities of the Society and its consolidated entities should be made to Patrick Payano, CFO, at 212-719-8337.