



July 27, 2010

TO: Potential Bidders

**RE: REQUEST FOR PROPOSAL**

**Financial audit of the books and accounts of The Museum School of Avondale Estates**

To Whom It May Concern:

The Avondale Education Association, Inc. (AEA), a non-profit corporation in Georgia, is seeking qualified vendors to solicit proposals for a financial audit of the books and accounts of The Museum School of Avondale Estates.

The Museum School of Avondale Estates is a new charter school commissioned by the Georgia Charter Schools Commission in agreement with the Avondale Education Association. The school will open its doors to Kindergarten through 3<sup>rd</sup> grade students for the first time on August 9, 2010, and will ultimately serve Kindergarten through 8<sup>th</sup> grade students.

The Avondale Education Association, formerly named the Avondale Educational Association, was incorporated in 2004. In 2008 the mission of the organization was redirected to creating and governing a charter school, The Museum School of Avondale Estates, to serve Avondale Estates and the surrounding area.

Our Request:

We require a financial audit of the Avondale Education Association which does business as The Museum of School of Avondale Estates for the fiscal year ending June 30, 2010.

The purpose of the audit is to express an opinion as to whether the financial statements are presented fairly, in all material respects, with respect to financial position, results of operations, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Note that the transactions of the school for the last two years have been that of a start-up charter school. The books and accounts were maintained in Excel until recently being converted to Quickbooks. All transactions as of July 1, 2009 are in Quickbooks. This will be the first audit of this organization.

The Treasurer, other members of the Board Finance Committee, and the school Business Manager will be made available to assist in answering any audit related questions. If any issues arise, we expect the auditor to bring this to our attention as soon as possible, so that any necessary correcting entries may be performed in order to bring statements to a fair presentation with respect to financial position, results of operations, and cash flows, in time to meet our audit completion deadline.

Vendor Requirements:

- Certified Public Accountant licensed in the state of Georgia
- Non-profit audit experience
- Experience with schools, ideally charter schools.

As a Commission Charter school, we are required to comply with the financial requirements of the Charter Schools Section of the Georgia Department of Education's Financial Management for Georgia Local Units of Administration (LUA) manual ([http://public.doe.k12.ga.us/pea\\_infosys\\_data.aspx?PageReq=PEAISDFinMan](http://public.doe.k12.ga.us/pea_infosys_data.aspx?PageReq=PEAISDFinMan)). As such, any CPA engaged to conduct an LUA must:

- i. Be a licensed CPA firm in the State of Georgia and be in good standing with the Georgia Society of Certified Public Accountants and the American Institute of Certified Public Accountants (AICPA)
- ii. Conduct financial statement audits in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States (generally referred to as Yellow Book standards).
- iii. Comply with requirements prescribed by the U. S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement*, when engaged to conduct a Single Audit or an audit on federal compliance.
- iv. Have an external peer review conducted every three years as required by *Government Auditing Standards*. Results of peer reviews should be made available for GA DOA review.
- v. Retain all working papers, records, and all other documents pertaining to the LUA audit for a minimum of five (5) years after the audit.
- vi. Be able to certify that auditors are receiving appropriate continuing professional education in accordance with GAO standards.
- vii. Make all working papers and audit materials available to the State Auditor's office upon request. When requested, copies of the audit and originals of all working papers and other pertinent documents shall be delivered to the State Auditor's office.

The vendor CPA must be independent and have no conflict of interest with the Avondale Education Association / The Museum School of Avondale Estates.

Timeline:

- Require audit to take no longer than one week in duration.
- Require audit to be complete by October 1, 2010.

The proposal should be in Microsoft Word and be no longer than 10 pages long. Within your proposal please include:

- Contact Person and Contact Information
- Proposal Details and Price
- List of Deliverables
- Certification that you will comply with the above (i. – vii.) requirements.

Hard copy proposals are due on **Wednesday, August 11, 2010 by 5:00pm EDT**. All questions must be submitted via email to Tish Craig at [tish.craig@themuseumschool.org](mailto:tish.craig@themuseumschool.org). The deadline for vendors to submit questions is Friday, August 6, 2010 at 5:00pm EDT.

An electronic copy of the proposal shall be emailed to Tish Craig at [tish.craig@themuseumschool.org](mailto:tish.craig@themuseumschool.org). Additionally, seven (7) copies of each proposal shall be delivered to:

Attn: Financial Audit RFP  
The Museum School of Avondale Estates  
PO Box 117  
Avondale Estates, GA 30002

The time process for vendor selection shall be as follows:

RFP issued	July 27, 2010
Vendor Question deadline	August 6, 2010, 5:00 pm EDT
Proposals Due	August 11, 2010, 5:00 pm EDT
Vendor Selection	August 24, 2010

The Vendor will be selected based upon the vendor's capabilities, ability to meet the project schedule and price.

Payment will be made with payment terms of net 30 days upon completion of the audit or receipt of the invoice whichever is later.

We look forward to your response.

Sincerely,

Tish Craig, Treasurer  
Phone: 404 862-0834  
Avondale Education Association  
The Museum School of Avondale Estates  
<http://www.themuseumschool.org>

Physical School Address:  
The Museum School of Avondale Estates  
3191 Covington Highway  
Avondale Estates, GA 30002