



March 13, 2023

Re: Request for Proposal-Annual Audit

Dear Prospective Firm

Pattison's Academy is accepting proposals from CPA firms to provide audit and tax services for our company. We invite your firm to submit a proposal to us. We are seeking annual fixed-fee bids based upon a three-year contract covering the fiscal years ending June 30, 2023, 2024 and 2025. The deadline for this submission is April 15, 2023.

The scope of the services required

1. Completion of the annual audit (fiscal year is July 1 to June 30) by October 1 each year.
 - A. Financial audit for the organization including a review of internal controls.
 - B. Preparation of other governmental reporting requirements to South Carolina Department of Education, District Authorizer or other agencies, as necessary.
 - C. The audit to be conducted according to Governmental Accounting Standards.
 - D. File 990 electronically by their due date as required by the IRS.
2. Support the school's staff with regard to tax and accounting matters.
3. Serve in an advisory capacity as needed to our Audit Committee and Board of Directors.
4. Present the annual audit report to the Audit Committee and the Board of Directors.
 - A. Selection criteria:
 1. Pricing structure
 2. Charter School experience
 3. Firms' experience with other 501c3 organizations

A brief description of our Entity and records to be audited:

We are a South Carolina Charter School and an independent not-for-profit 501(c) (3) organization. Our mission is to unlock potential for children with disabilities and empower their families.

PATTISONSACADEMY.org

Contact Us

721 Wappoo Road, Charleston, SC 29407
(843) 402-7850  @PattisonsAcademy



Our 2023 budget is \$3.873 million in revenue. Our revenue is mostly derived from the state but we also receive federal and local funds. We have approximately 50 employees

Other General Information

1. The basis of our accounting procedures is modified-accrual (fund accounting)
2. An annual budget is formulated for and approved by our Board of Directors.
3. Monthly financial statements are presented to the Board to review each month. Our Board of Directors approves the financials at monthly meetings.
4. Our accounting year is July 1 – June 30.
5. Form 990 is due by the 15th day of the 5th month after the organization's accounting period ends (November 15th).
6. 60 to 65% of our expense is payroll and benefits.
7. Our General Ledger system is QuickBooks.
8. Our major banking relationship is with Pinnacle.
9. Our retirement plan is with Insperity. Our retirement plan is a 401K plan.
10. Our organization is governed by a very active and involved Board of Directors which is representative of the local business community.
11. The current officers of the Board are:
 - Laurie Sessa, Chair
 - Carol Aust, Vice-Chair
 - Eric Wickstrom, Treasurer
 - Matt Walton, Secretary
 - Jennifer Perdue
 - John Foreman
 - Jeff Crudup
 - Melissa Kelly
12. The following staff personnel will be able to provide information and explanation.
 - Paige Knowlson, CEO
 - Tyler Hendricks, Director of Operations and Compliance
 - Jenara Noel, Veris CPA
13. Our staff will prepare schedules, whenever possible, pull and reproduce documents, as necessary. Our staff will be available to type audit confirmation letters to banks, Insurance Companies, etc.

Management Letter

A management letter if needed, should identify any state audit findings, recommendations affecting the financial statements, internal control, accounting, accounting systems, legal issues, any noncompliance with laws and regulations and any other items the auditors considers material.



Presentations

The Auditors will be required to make a presentation to the Audit Committee and Board of Directors upon completion of the audit.

The CEO and Audit Committee will review a draft of the auditor's report and management letter along with the auditing firm's staff. The number of copies required will be discussed at that time.

Miscellaneous

Our audit was prepared for the year ending June 30, 2022 by the Veris CPA. We have transitioned our accounting services to Veris CPA and need a new third party for auditing services as a result.

Time Considerations:

1. Bids should be in no later than April 15, 2023.
2. We expect to make a decision by May 16, 2023.
3. Audit work can commence June 1, 2023 or any time thereafter.
4. The audit should be concluded and the audit report issued by October 1, 2023.

Proposal Criteria:

In order to simplify the process of choosing an audit firm, we request that you include the following items in your proposal:

1. Name of Firm, local address, telephone number, and name of contact person and date.
2. Briefly state your understanding of the work to be done.
3. State an all-inclusive, annual fixed fee based upon a three-year contract.
4. State the name of the firm's representative and title.
5. The person signing the letter should also be authorized to bind the Audit Firm to the contract.
6. State whether your firm is local, regional, national or international.
7. State the location of the office where the work will be done, and a brief description of the overall make-up of the firm, including employees.
8. Affirm that you are a properly licensed certified public accountant.
9. Explain your knowledge and experience in auditing charter schools
10. Identify the individuals that will be doing the fieldwork on the audit. Resumes of experience are requested, but optional.



11. Give a statement of your auditing practices, what is to be expected and a brief description of how you would anticipate your audit report would be worded.

Questions concerning the audit can be answered by Paige Knowlson, CEO

Please email a PDF version of the proposal to Paige Knowlson (paige.knowlson@pattisonsacademy.org).

All bids should be submitted by April 15, 2023.

The proposal will become a part of our file, without any obligation on our part.

Selection Criteria

The selection that will be used to choose a firm will be based upon pricing structure, charter school experience, and experience with similar 501c3 organizations.

We reserve the right to reject any and all offers, to request additional information from all prospective bidders, and to choose an audit firm that will best meet our needs.

We look forward to discussing this RFP with you and would be glad to provide you with any additional information required. All information related to Pattison's Academy and related retirement and health and welfare accounts that you obtain as part of this RFP process must remain confidential in nature and must not to be shared with any other parties.

We thank you in advance for taking the time to consider Pattison's Academy as your client.

Sincerely,

A handwritten signature in black ink that reads "Paige Knowlson". The signature is fluid and cursive, with the first name "Paige" and last name "Knowlson" clearly legible.

Paige Knowlson
CEO