

## **Scarborough Centre for Health Communities**

Request for Proposal – Auditor Services

FAQ

February 11, 2019

REFERENCE: **SCHCASRFP02112019**

**FAQ's received for Auditor Services RFP as of February 28, 2019:**

**Q1: It was mentioned under 2.1 Description of services bullet point #4 "use fund accounting in the income statements and advise on accounting changes per IFRS for not-for-profit / charitable organizations" please confirm which accounting framework does the organization use IFRS OR Accounting Standards for Non-Profit Organizations (ASNPO)?**

A: We use Accounting Standards for Non-Profit Organizations (ASNPO). You can disregard the request to advise on accounting changes per IFRS.

**Q2: Can you please provide a copy of the full audited financial statements for prior year?**

A: A copy was added to the posting.

**Q3: What is the total value of annual funding by:**

- **Central East Local Health Integration Network – CELHIN**
- **Ministry of Health and Long-Term Care (MOHLTC) – Diabetes Program**

A: Please see the 2017/18 audited financial statements that were posted. I will note that our LHIN base funding has increased by approximately 15% this fiscal year.

**Q4: Please confirm the period that the RFP covers is for the 5-year period commencing with the 2018/19 fiscal year?**

A: The 5-year period commences with 2019/2020 fiscal year.

**Q5: At what rate do you expect the organization to grow in future years after the increase in the 2018/19 budget to \$18M?**

A: That is difficult to comment on, especially with the current transformation agenda released by the government.

**Q6: Does the organization currently have a formal investment policy in place?**

A: Yes.

**Q7: Does the organization currently have a formal reserves policy in place?**

A: Yes.

**Q8: Any CRA audits of any kind recently? (T3010, HST, payroll, etc.?)**

A: No.

**Q9: Have you explored showing the organization's expenses by program rather than function in the Statement of Operations?**

A: No.

**Q10: Is the organization registered for HST? If yes, what type of revenue does the organization charge HST on?**

A: No.

**Q11: In section 6.2 of the RFP document, you present a sample template. Do you want the fees proposed in this exact format, or would another format be acceptable?**

A: Prefer as close to what's presented as possible.

**Q12: Were any material weaknesses or significant deficiencies noted by the current auditors in the management letter?**

A: No, we have had a clean audit for the past several years.

**Q13: When does the interim audit work typically start?**

A: January.

**Q14: How many days of interim work are performed?**

A: Three (3) days.

**Q15: How many audit team members are present for interim work?**

A: Usually one (1).

**Q16: When does year-end fieldwork typically start?**

A: May.

**Q17: How many days does year-end fieldwork typically take?**

A: Four (4) to five (5) days.

**Q18: How many audit team members are present for year-end fieldwork?**

A: Two (2) (a third may join for some aspects of the audit, e.g. systems).

**Q19: Does the FAR Committee typically meet with the auditor prior to the start of audit fieldwork to understand the audit approach? If not, would this be of interest?**

A: Yes, the auditor meets with the FAR Committee prior to the fieldwork to present the audit approach.

**Q19: Please clarify: Is the review of audited financial statements conducted with the FAR Committee on or before the first week of June, or with the Board?**

A: With the FAR Committee. The Auditor does not present to the Board they present to the membership at the AGM.

**Q20: *When does the Board typically approve the draft financial statements?***

A: Mid-June.

**Q21: *How many journal entries are typically recorded during the audit?***

A: Currently unable to answer.