

REQUEST FOR PORPOSAL FOR CERTIFIED PUBLIC ACCOUNTANT FOR YEARLY SSA AUDIT

The Little Village – 26th Street Area Chamber of Commerce, Inc. seeks a Certified Public Accountant to conduct an audit in government format of the Special Service Are #25 for the 2023 fiscal year. All financial records are kept in QuickBooks. Data files and reports will be made available for auditing.

The audit must be completed and delivered to the Little Village – 26th Street Area Chamber of Commerce, Inc./SSA #25 office (3610 W. 26th St., 2nd Floor, Chicago, IL. 60623) by April 1, 2024.

The Audit must be conducted in accordance with generally-accepted accounting principles to include the following documents:

1. Statement of Net Positions and Governmental Fund Balance Sheet
2. Statement of Activities and Governmental Funds Revenues, Expenditures and changes in fund balances
3. Statement of Revenue and Expenditures: Budget and Actual (period being audited compared to the previous year, e.g. columns should be 2022 budget, 2022 actual, variance, 2021 Budget, 2021 Actual, Variance)
4. Notes to the Financial Statements
5. Reconciliation of Government Funds Balance Sheet to Statement of Net position
6. Reconciliation of Governmental Funds, Revenues, Expenditures and changes in Fund Balance to Statement of Activities
7. Summary of Scheduled Findings

The following are NOT required:

1. Additions to field work and reporting standards
2. Specific CPE requirements for yellow book

Please include the following information with your RFP response:

1. Qualifications of the CPA Firm, management and staff, including experience in auditing during the entities and government model audits
2. Whether the proposed staff has received continuing professional education during the previous two years
3. A copy of a peer review results within the past three years
4. Whether the CPA Firm has been the object of any disciplinary action during the past three years
5. Whether the CPA Firm maintains an active license in the State of Illinois
6. The audit fee for one year and for an optional three – year agreement

RFP response deadline is January 5, 2024, 5:00PM

Please submit responses to Blanca Soto at:

Via Email: blanca@littlevillagechamber.org

Mail: Little Village – 26th Street Area Chamber of Commerce, SSA #25
3610 W. 26th Street, 2nd Floor
Chicago, IL. 60623