

Independent Auditor Request for Proposal (RFP)

Dear (*Partner of Independent Audit Firm*):

Pitt County Committee of 100, Inc. (dba Greenville-ENC Alliance) "Corporation" is seeking the services of an independent accounting firm to deliver the following:

1. Conduct an audit of the current fiscal year accounting records (for the period July 1, 2019 through June 30, 2020)
2. Compile financial statements and related disclosures for fiscal year ended June 30, 2020 in accordance with U.S. GAAP
3. Prepare and present a Management Letter to accompany the audited financial statements with any recommendations related to controls over financial transactions
4. Compile the required IRS Form 990 for the fiscal year ended June 30, 2020

While Pitt County Committee of 100, Inc. has been recognized as a tax exempt entity under the Internal Revenue Code section 501 (c) (3) since June, 1996 and is in good standing with annual filings of the IRS Form 990 since that time, the by-laws prior to July 1 2019 had not required an independent audit of the fiscal financial statements. Effective July 1, 2019, the by-laws were modified and changes were made to the Board structure. The modified by-laws require that the "accounts of the Corporation shall be audited by a certified public accountant annually, as soon as practical after the close of the fiscal year".

The primary users of the audited financial statements are the Corporation's Executive Committee, the Board of Directors and the Corporation's Members.

Your Firm has been selected as a candidate for review of your qualifications to provide these services, and is hereby invited to submit a written proposal. Specific questions to which we ask your response are listed in Exhibit II. We request that your proposal fees cover the scope of items 1 through 4 listed above and include the number of professionals involved and estimated charged hours for each.

The following exhibits are attached for your review and consideration in responding with your proposal:

- | | |
|-------------|---------------------------------|
| Exhibit I | Corporation's Summary |
| Exhibit II | Questions for Accounting Firm |
| Exhibit III | Tentative engagement time table |

Any additional information which you may require to prepare your proposal may be obtained by contacting me via email at rulmer1981@gmail.com.

One copy of your written proposal is due to the Organization by June 15, 2020 using one of the following methods:

1. Email: kate@greenvillenc.org
2. US Mail: **Greenville-ENC Alliance P.O. Box 1714, Greenville, NC 27835-1714**
ATTN: Finance Committee

Each proposal will be reviewed by our Finance Committee and/or Board of Directors. Once a final decision has been made you will be notified no later than July 15, 2020. The Board of Directors of the Corporation reserves the right to reject any or all proposals submitted and to also make award where it appears it will be in the best interest of the Corporation.

Thank you in advance for your interest in our account. Please do not hesitate to contact me if there are any questions with regard to this request.

Sincerely,

Raymond C. Ulmer, Treasurer
Greenville – ENC Alliance

EXHIBIT I

Corporation's Summary:

Mission: The mission of the Corporation is to serve the region of Eastern North Carolina by diversifying the region's economy through the attraction of new industries, expansion of existing businesses, and support for start-up enterprises that will bring jobs and investment to our community. The Corporation will assist local governmental agencies in fostering economic development to promote opportunity, combat unemployment, community deterioration, and juvenile delinquency. This will be accomplished through engagement of the private and public sectors in a collaborative economic development program.

Funding: The Corporation's primary funding sources come from Membership Contributions. There are currently 3 Membership categories – Sustaining Members, Municipal Members, and Private Sector Members.

Governance: The current Board of Directors consists of 16 voting members and 20 ex-officio, non-voting members. Board meetings are held on a monthly basis.

Staffing: Currently there are two paid staff members – the Corporation's President and an Administrative Assistant to the President. There are plans to expand staffing in the near term. The Corporation's staff are employees of Greenville Utilities Commission (GUC) and the Corporation reimburses GUC for salary and benefit costs. The terms of this relationship are governed by a Services Agreement between the Corporation and GUC.

EIN #: 56-1912849

Principal Address: 417 Contanche Street, Suite 200, Greenville, NC 27858

Primary Assets: Cash and cash equivalents and industrial property held for sale. Currently there is no indebtedness.

EXHIBIT II

Questions for Accounting Firm

Profile of Firm:

1. Provide a summary for the Firm (e.g., size, years in business, number of clients, etc.)
2. Summarize the Firm's qualifications regarding nonprofit organizations from an audit and tax perspective.

Quality of Audit:

1. Describe the Firm's audit approach, including review of internal controls.
2. Describe the experience on dealing with other nonprofit clients similar to GENCA.
3. Describe the key personnel to be utilized on the engagement. Indicate their degree of expertise and prior experience, which would be appropriate for the engagement.

Preparation of IRS Form 990's:

1. Describe the Firm's experience in preparing IRS form 990.

Responsiveness to the GENCA:

1. Describe any relationships with your existing clients which might jeopardize your objectivity or independence.
2. Estimate the "first time through" hours, which would be required of your Firm and our staff.
3. Estimate the "internal control review" hours, which your Firm is committed to provide to our staff.
4. Submit local non-profit client references.
5. Provide an estimate of fees for services to be provided including billing rate for professional personnel and expenses expected to be incurred.
6. Provide any other information you deem desirable.

EXHIBIT III

Tentative Time Table:

Late July/Early August	Audit Planning
August 15 – September 15	Field Work by Audit Firm
September 30	Deliverables: Audited Financial Statements Management Letter Form 990
October TBD	Presentation to Finance Committee and/ or Board of Directors