



## Request for Audit Proposal

North Metro Flex Academy invites you to submit a proposal for the preparation of its yearly audited financial statements and related information for the two-year period beginning with the fiscal year ending 2027 . The audited financial statement must be prepared in accordance with generally accepted accounting principles. It must also include an expression of an opinion by the auditor on the fairness of the financial statements in accordance with generally accepted accounting principles.

The mission of North Metro Flex Academy is that we are a high-performing and innovative close-knit school that produces students capable of exemplary levels of critical thinking and achievement. In our school, we use exceptional curriculum, tools, and teaching to maximize student success in life.

North Metro Flex Academy establishes and operates a flexible, student-centered learning environment that provides academic support, personalized learning opportunities, character development, and meaningful student mentoring. The school serves students from diverse backgrounds, including those who may face academic, social, emotional, or environmental challenges that place them at risk of disengagement from school. Through innovative programming, supportive relationships, and individualized instruction, North Metro Flex Academy works to empower students to build the skills, confidence, and resilience needed for success in school and beyond.

In addition to academic programming during the school day, North Metro Flex Academy provides extended learning opportunities, intervention support, and family engagement activities designed to strengthen protective factors and improve student outcomes. The school also promotes family involvement through regular outreach and communication with parents and caregivers to encourage active participation in their child's educational journey. All services and supports are provided with the goal of creating a safe, inclusive, and supportive environment where every student has the opportunity to thrive.

North Metro Flex Academy requires the following services:

1. Yearly financial audit, including:
  - a. Statement of financial position (assets, liabilities, and net assets)
  - b. Statement of activities (revenue, support, and expenses) and changes in net assets
  - c. Statement of functional expenses
  - d. Statement of cash flows
  - e. Schedule of investments, temporarily restricted assets, fixed assets, and contributions receivable
2. Preparation of IRS Form 990
3. Office of Management and Budget (OMB) Circular A-133 audit (if needed)
4. Preparation of Personal Property Tax return
5. Management letter
6. Review of SCHOOL's accounting system and financial procedures and evaluation of its internal controls with recommendations, if any.

All of the above must be completed within four months of the end of each fiscal year. In addition, North Metro Flex Academy requires that a meeting of the auditors and selected North Metro Flex Academy board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' Audit Committee.

All audit proposals must include:

- A. Evidence of the firm's qualifications to provide the above services;
- B. Background and experience in auditing, particularly of nonprofits;
- C. The size and organizational structure of the auditor's firm;
- D. Names and qualifications of the staff members to be assigned to North Metro Flex Academy's audits;
- E. Statement of the firm's understanding of work to be performed, including tax and nonaudit services;
- F. A detailed work plan, including timelines and tasks to be carried out by auditors and North Metro Flex Academy's staff;
- G. Proposed fee structure for these services, with projected costs for audits covering 2 years, with a maximum fee to be charged; and
- H. At least three references from comparable audit clients.

Your proposal must be e-mailed and received by June 12th by 4:00PM. Send your proposal to [info@nmfamn.org](mailto:info@nmfamn.org). Proposals will be reviewed and a recommendation regarding the choice of auditors will be made to the full board of directors on June 17th, 2026..

If you have any questions or would like further clarification of any aspect of this request for bid, please contact us at [info@nmfamn.org](mailto:info@nmfamn.org).