
Actors' Equity Association Request for Proposal for Auditing and 990 Information Return Services

DATE: May 2022

TO: Qualified Audit Firms

FROM: Alvin Vincent, Jr. Executive Director

SUBJECT: Professional Auditing Services

Actors' Equity Association, (Equity) is soliciting proposals from qualified firms of certified public accountants to audit Equity's financial statements, for the fiscal year ending March 31, 2023, assist in the preparation of the LM2 form, conduct a Financial Core audit, complete the 990 Information Return and Staff Pension Plan audit with the option of continuing the Audit and Tax engagement for the three subsequent fiscal years.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for similar organizations.
3. A list of similar Labor Unions, Membership Organizations or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with fiscal personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide Equity regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to audit computerized non-integrated membership receivable systems and to audit during a Hybrid Work Model adopted by the organization.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within Equity's structure.
8. Detailed audit plan.



9. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to Equity. This disclosure should include an estimation of the increased fees and the reason for the increase.
10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
12. Audit firm to produce statements and to print annual report (name if a third-party).
13. Proof that the firm is certified to conduct financial audits by the Board of Accountancy.
14. If applicable, evidence that the firm is certified as a women-minority owned business (include all states and territories that have this designation).
15. Description of past, present and future Diversity & Inclusion initiatives/strategic plan undertaken.

Enclosed is a summary description of Equity's financial infrastructure, organizational chart and description of its technological platform used for financial reporting. I have also enclosed the comparative audited statement from the most recent audit.

The final decision of the selection of the firm to conduct the audit will be made by the executive director in consultation with the House Affairs Committee of Actors' Equity Association. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.

All questions and correspondence should be directed to Regina Garlin in writing at the above address or by calling 212-869-8530 (Ext. 430) or email rminceygarlin@actorsequity.org

Contact with Equity personnel or council members regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before June 30, 2022.

Sincerely,



Alvin Vincent, Jr.
Executive Director



Audit Proposal Information – Financial and Internal Control Audit

Sealed or password protected audit proposals will be accepted by Actors' Equity Association until 12:00 p.m., on June 30, 2022. Please direct proposals to the attention of **Alvin Vincent, Jr.** All proposals become the property of Actors' Equity Association.

All proposals will become part of the requester's files without obligation.

Nature of Services Required

1. Audit period will be 4/1/2022 through 3/31/2023. (one year)
2. Special reports, exhibits, and schedules required:
 - Statement of Activities
 - Statement of Position
 - Statement of Cash Flow
 - Statements of changes in financial position.
 - Notes of financial statement.
3. Conferences:
 - Exit conference with Executive Director, Assistant Executive Director for Finance & Administration, Council Secretary-Treasurer.
4. Description of Entity and Records to be Audited:
 - General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable, internal control, staff pension plan.
5. Available Manuals and Information Sources:
 - Minutes of the board meetings of the Council
 - Accounting Manuals
 - By-laws and Council Rule Book
6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates.
7. A budget is maintained and is available for examination.
8. Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior approval of the Assistant Executive Director for Finance and Administration.
9. If in-office time is required, work areas will be provided by Equity in close proximity with the financial records on the premises.
10. Report Requirements

- The report will be addressed to the Council and will contain items listed in item #2.
- State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

11. Time Requirements

- Proposals will be delivered to **Mr. Alvin Vincent, Jr. Executive Director, Actors' Equity Association office at 165 West 46th Street, 15th Floor, New York, NY, 10036** or to avincent@actorsequity.org not later than 12:00 p.m. on June 30, 2022.
- If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
- Equity has made no decision as to the date of the award of the audit. All proposers will be notified of Equity's action in a timely manner.
- Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to Equity as the charges generated by the proposer in accordance with the original agreement.
- The preliminary report and exit conference will be completed prior to October 1, 2022.

12. Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the secretary-treasurer, executive director and the assistant executive director for finance and administration.
- Copies required
 - a. Audit report, electronic copies TBD.
 - b. Management letter, electronic copies TBD.

- c. Final Trial Balance – in electronic format.
- d. Other forms as needed

13. Equity Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.