

November 16, 2021 Request For Proposal: Annual Audit and Related Services

Literacy First Charter Schools invites and welcomes proposals to perform an annual independent financial audit and provide related services. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to include at least the following services:

1. Produce an annual independent audit report of the school’s financial position as of June 30, 2022, 2023, and 2024 that complies with California Education Code and the compliance regulations of the California Department of Education and the California State Controller’s Office as they relate to charter schools including an audit of the school’s attendance accounting and revenue claims practices as well as an audit of the school’s internal control practices.
2. Prepare the federal and state information returns, including Form 990, for the years ended June 30, 2022, 2023, and 2024
3. Provide a thorough and timely review of each audit report with school leadership.
4. Throughout the length of the contract, provide timely and informative guidance to school leadership regarding the school’s finances and financial compliance obligations.

Proposals are due no later than February 1, 2022 and may be submitted electronically to [steve.robinson@lfcsinc.org](mailto:steve.robinson@lfcsinc.org) or in hard copy to Literacy First Charter Schools c/o Steve Robinson 698 W. Main Street El Cajon, CA 92020. Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal.

Please direct any questions pertaining to this proposal to Steve Robinson by phone at 619.316.5839 or by email [steve.robinson@lfcsinc.org](mailto:steve.robinson@lfcsinc.org).

I look forward to reviewing your proposal.

Sincerely,

Steve Robinson

Chief Business Officer, Literacy First Charter Schools