

EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

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BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director



REQUEST FOR PROPOSAL AUDIT SERVICES

El Camino Real Alliance dba El Camino Real Charter High School (“ECRCHS” or the “School”) is seeking proposals from qualified vendors with experience in conducting financial audits for educational institutions (the “Auditor”), for the school year ended June 30, 2023. This audit will consist of the following:

Audit of Financial Statements

The Auditor will audit the financial statements of ECRCHS, which comprise the statement of financial position as of June 30, 2023, the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. The Auditor will also review and audit the following information accompanying the financial statements, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements:

- Schedule of Expenditures of Federal Awards;
- Management Discussion and Analysis;
- Local Education Agency Organization Structure;
- Schedule of Average Daily Attendance;
- Schedule of Instructional Time;
- Schedule of Functional Expenses;
- Reconciliation of Annual Financial and Budget Report with Audited Financial Statements.

The Auditor will provide an opinion on the information above in relation to the financial statements as a whole.

Tax Returns

The Auditor will prepare the School’s federal and state returns for the year ended June 30, 2023.

February 23,
2023

Audit Objectives

The objective of the audit will be to provide an opinion about whether the School's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, and to report on the fairness of the supplemental information referred to above when considered in relation to the financial statements as a whole. The objective of the audit will also include reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements;
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program; and
- Compliance related to state programs and an opinion (or disclaimer of opinion) on compliance requirements that could have a direct and material effect on each of the state programs.

Audit Standards

The audit will be conducted in accordance with auditing standards generally accepted in the U.S., including, but not limited to, the latest Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting.

The audit will consist of, but may not necessarily be limited to, the following:

- Tests of ECRCHS's accounting records and other procedures;
- Tests of documentary evidence supporting transaction records;
- Tests of the physical existence of inventories; and
- Confirmation of receivables and other assets and liabilities.

Evaluation Rubric

The Finance & Investment Committee will be evaluating the proposals based upon the following factors:

Cost of Engagement	50%
Audit Communications with Client during Engagement	25%
Audit Experience with Charters, Including references	<u>25%</u>
Total	100%

February 23,
2023

Term

The contract may be for one (1) year, with 2 one year options years, as agreed to specifically by the parties.

Engagement

In accordance with the requirements of the Los Angeles County of Education (“LACOE”), a written and fully executed contract identifying the scope of services and the fees and costs estimated for the audit, must be presented to LACOE.

Deadline

All proposals must be received by 5 p.m. April 7th, 2023. The Finance & Investment Committee of the Board of Directors for ECR will then review all proposals received and will provide follow-up and obtain additional information if necessary on April 20th, 2023. The Audit Committee will then make a recommendation to the Board at the Regular Board Meeting scheduled for April 27th, 2023 at 5:30 p.m. to Vote on the Audit firm to retain.

Contact

Please contact Gregory Wood at g.wood@ecrchs.net or Danielle Malconian @ d.malconian@ecrchs.net to submit your Proposals, or for any questions or comments.

February 23,
2023