

# Request for Proposals: Annual Audit Services



## Introduction

Porchlight Counselling and Addiction Services invites proposals from qualified accountants, accounting firms, or audit firms to complete the organization's annual financial statement audit.

Porchlight is seeking a local accounting firm with demonstrated experience working with not-for-profit organizations, charitable or community-based service providers, and organizations with multiple funding sources. The successful firm will provide independent audit services, prepare or review annual audited financial statements, and support the organization in meeting its financial reporting and accountability requirements.

The selected firm will work collaboratively with Porchlight's leadership and finance team to complete the annual audit in a timely, professional, and transparent manner.

## About Porchlight Counselling and Addiction Services

Porchlight Counselling and Addiction Services is a community-based mental health and addiction service provider serving Cambridge and North Dumfries. Porchlight delivers counselling, addiction services, recovery housing, and community-based programs that support individuals, families, and communities facing complex mental health and substance use challenges.

The organization currently employs approximately 40 staff members and operates with an annual budget of approximately \$3.4 million. Porchlight receives funding from a range of government, municipal, community, and philanthropic sources and is committed to strong financial stewardship, transparency, and accountability.

Porchlight's fiscal year runs from April 1 to March 31.

## Project Overview

Porchlight is seeking an accounting or audit firm to provide annual audit services for the organization. The audit will support Porchlight in meeting its annual reporting requirements and ensuring that its financial statements accurately reflect the organization's financial position.

The successful proponent will be expected to complete the audit in accordance with applicable Canadian accounting and auditing standards for not-for-profit organizations. The firm should have experience working with organizations that manage multiple restricted and unrestricted

funding streams, government funding agreements, program-based budgets, and complex reporting requirements.



Porchlight is particularly interested in working with a firm that understands the realities of community-based nonprofit service delivery and can provide practical, responsive, and values-aligned support.

## **Project Objectives**

The selected accounting or audit firm will support Porchlight in achieving the following objectives:

### **1. Completion of Annual Audited Financial Statements**

Complete an independent audit of Porchlight's annual financial statements for the fiscal year ending March 31.

The audit should provide the organization, Board of Directors, funders, and community stakeholders with confidence that Porchlight's financial statements are accurate, complete, and prepared in accordance with applicable standards.

### **2. Support for Financial Accountability and Compliance**

Support Porchlight in meeting its financial reporting and accountability obligations, including requirements connected to government funding, municipal funding, charitable or nonprofit reporting, and Board governance.

The successful firm should be familiar with the financial reporting needs of not-for-profit and registered charitable organizations and able to identify any issues that may require attention prior to finalizing the audit.

### **3. Review of Internal Controls and Financial Practices**

Provide observations and recommendations related to internal controls, financial processes, documentation, and risk management where appropriate.

This may include identifying opportunities to strengthen financial systems, improve documentation practices, or support stronger internal controls as Porchlight continues to grow.

### **4. Practical Communication with Leadership and the Board**

Work collaboratively with Porchlight's Executive Director, finance staff, and Board representatives to ensure the audit process is clear, well-organized, and completed on schedule.

The selected firm may be asked to present the final audited statements and audit findings to the Board of Directors or a Board committee.



## Scope of Work

The selected firm will be expected to:

- Complete the annual audit of Porchlight's financial statements
- Review financial records, supporting documentation, and accounting processes as required
- Prepare or support the preparation of audited financial statements
- Identify and communicate any audit findings or concerns
- Provide a management letter outlining recommendations related to financial controls, systems, or processes
- Meet with Porchlight leadership and finance staff throughout the audit process as needed
- Present the audited financial statements and key findings to the Board of Directors and to the membership at the Annual General Meeting held each September
- Provide final signed audited financial statements in a format suitable for Board approval and funder reporting

## Proposal Requirements

Proposals should include the following information:

- Overview of the accountant, accounting firm, or audit firm
- Confirmation of qualifications and ability to conduct not-for-profit audits
- Relevant experience with not-for-profit, charitable, community service, mental health, addiction, housing, or social service organizations
- Fee structure and total estimated cost
- Names and qualifications of team members who would be assigned to the audit
- Description of communication process with management and the Board
- At least two references from comparable not-for-profit audit clients

## Timeline

Porchlight anticipates the following timeline for the RFP process:

**RFP Release:** May 26, 2026

**Proposal Deadline:** July 24, 2026

**Firm Selection:** August 2026

**First Audit Year:** FY 2026-27



Porchlight's fiscal year runs from **April 1 to March 31**. The selected firm should be available to complete the audit within a timeline that allows Porchlight to meet its annual approval, filing, and funder reporting requirements (ideally by the end of June each year).

## Evaluation Criteria

Proposals will be evaluated based on:

- Relevant not-for-profit audit experience
- Qualifications and experience of the proposed audit team
- Quality and clarity of the proposed audit approach
- Ability to complete the audit within required timelines
- Understanding of funder reporting, restricted funds, and nonprofit accounting
- Cost and overall value
- References from comparable organizations

## Submission Instructions

Proposals should be submitted electronically in PDF format to:

**Cameron Dearlove, Executive Director**  
Porchlight Counselling and Addiction Services  
**camerond@porchlightcnd.org**

Proposals must be received by **July 24, 2026**

Questions about this RFP may be directed to Cameron Dearlove at the email address above.

## Additional Notes

Porchlight reserves the right to accept or reject any proposal, to request clarification from proponents, and to select the proposal that best meets the organization's needs. The lowest-cost proposal will not necessarily be selected.

Porchlight is seeking a long-term audit relationship with a firm that can support strong financial stewardship, transparency, and organizational accountability as the organization continues to grow and respond to community need.