



## **Introduction**

Main Street Project is requesting proposals from CPA firms with respect to annual audit and related services commencing for the fiscal year ending March 31, 2022. This is part of our due diligence and review every 5 years.

Required services include an annual audit of the organization's financial statements and its public sector compensation disclosure, completion of the T3010, and separate audit statement for Mainstay transitional housing.

The organization is a registered charity.

## **Organization Profile**

MSP is a registered charity and not-for-profit, community-based organization that provides Shelter, Detox, transitional and supportive housing and outreach services. MSP's head office is located in the core area of Winnipeg at 661 Main Street with services provided at 637 Main, 662 Main, 75 Martha and 143 Magnus Ave. Sites are staffed twenty-four hours a day, three hundred and sixty-five days per year.

## **Our Vision, Mission & Guiding Principles**

Vision:

Every individual has a safe place to be and the right to self-determination.

Mission Statement:

Main Street Project (MSP) provides shelter and access to services that meet the day-to-day needs of all people who are homeless or under-housed including those with chronic addictions and related health issues.

Guiding Principles/Values:

- Utilizing best practices and providing evidence-informed services, MSP is person-centered and respects people's choices.
- With an approach that reflects housing first, harm reduction, and trauma informed,
- MSP meets people where they are, without judgment.

## **Funding**

MSP has a current operating budget of approximately eight million dollars and receives core operating funding from the Winnipeg Regional Health Authority (WRHA), The Province of Manitoba along with a variety of other funders and private foundations.



## Request for Proposals Annual Audit and Related Services

### Accounting

The organization uses Great Plains and has recently undergone a review of internal controls and new finance policies and procedures that will be contemplated in this audit. Its annual budgets and monthly statements reports are prepared and presented to the Board.

### Key Contact

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### Contract Term

A three to five year appointment term is anticipated, however, annual confirmation of re-appointment is subject to Board approval supported by an annual engagement letter.

### Timelines

Proposals due: June 30, 2021 at 4:00pm. MSP will respond to proposal respondents by July 22, 2021  
Engagement letter approved: March 1, 2022  
Audit work commences: May 9, 2022  
Draft statements delivery: June 6, 2022  
Audited financial statements approved: June 14, 2022

### Scope of Services

The successful firm will be required to provide the following services annually:

- An audit in accordance with Canadian generally accepted auditing standards of the organization's financial statements for the fiscal years covered by this RFP
- Compile final financial statements based on management's internal financial statements and supporting notes
- Attend minimum of one Board of Directors' meeting for audit planning and one post-audit results discussion
- Provide a management letter – audit committee communication document
- Review of the Annual Report which includes Management Discussion & Analysis

### Proposal Requirements

Proposals should include the following information:

- A profile of the firm, including details of relevant experience with not-for-profit organizations
- Name of partner and manager, if applicable.
- Commitment to staff continuity



- Anticipated fee for the initial year and commitment for each of the subsequent years
- Timeline for the audit work to be completed
- Expectation of management deliverables
- Confirmation of independence

### **Selection Process**

All proposals will be reviewed by the Finance Committee and summaries of the proposals will then be presented to the full Board. Selection criteria will include:

- Relevant experience of firm and assigned staff
- Ability to adhere to the organization's timelines
- Fees
- Compliance with public practice requirements

### **Additional Information**

A copy of the most recent audited financial statements will be provided upon request. The most recent annual reports are available at: [Annual Reports - Main Street Project](#)

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