



# HOPI CREDIT ASSOCIATION

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A Native Community Development Financial Institution (CDFI)

## Hopi Credit Association Request for Proposal – Audit Services

Hopi Credit Association is seeking proposals for its yearly audited financial statements and related filings for a three-year period beginning with the 2020 fiscal year ending December 31. Our organization does not require a federal single audit. The audit of our financial statements must be performed in accordance with generally accepted auditing standards.

Our nonprofit is a 501(c) (4) organization. We will require the following services:

1. Annual financial statement audit.
2. Preparation of IRS form 990
3. Management letter

All of the above must be completed within 90 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) Statement of the firm's understanding of work to be performed,
- d) A proposed timeline for fieldwork and final reporting;
- e) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- f) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- g) References and contact information from comparable nonprofit audit clients.

Proposals must be received by August 31, 2020. Proposals may be sent to:

Hopi Credit Association  
Attn: Alissa Charley  
PO Box 1259  
Keams Canyon, AZ 86034

Any questions may be directed to Alissa Charley at 928-738-2205.