



RFP FOR AUDIT SERVICES

Reference # PR291963

April 8th, 2014

For:

GEORGIAN NURSE PRACTITIONER LED CLINIC

Georgian Nurse Practitioner-Led Clinic
1 Georgian Drive, Suite M139
Barrie, ON L4M 3X9

Attention:

Aimee Moore

Aimee.moore@georgiannplc.ca



Submitted by:

Neal Temple Professional Corporation

Neal Temple CPA, CA
Chartered Accountant
970 Lawrence Ave. W., Suite 805
Toronto, ON M6A 3B6

Phone: 416 785 5071 x226 Fax: 416 785 1026
Email: neal.temple@sympatico.ca



Confidentiality Notice

This document is confidential and may not be copied without the permission of Neal Temple CA.

This document contains information proprietary to Neal Temple CA. Transmittal, receipt or possession of this document does not express license or imply rights to use, sell, design, develop, or have developed products or services from this information. No reproduction, publication or disclosure of this information in whole or in part, electronic or otherwise, shall be made without prior written authorization from a signing officer of Neal Temple CA. Authorized transfer of this document from the custody and control of Neal Temple CA constitutes a loan for limited purposes, and this document must be returned to Neal Temple CA upon request, and in all events upon the conclusion of the loan.

@ Copyright 2014
Neal Temple CA



Table of Contents

Confidentiality Notice	2
EXECUTIVE SUMMARY	4
PROFESSIONAL SERVICES	5
ENGAGEMENT	6
EXPERIENCE – COMPANY PROFILE	7
CONFLICT OF INTEREST STATEMENT	8
METHODOLOGY	9
FEES PROPOSAL	10
CONTACT INFORMATION.....	11



EXECUTIVE SUMMARY

As a trusted advisor within the Neal Temple Chartered Accountants' (NTCA) family, I am pleased and excited at the prospect of working with a group of people whose noble work is vital to the overall health of our community.

NTCA has been providing tax, assurance and general business advice, combined with sound professional judgment for over 30 years. NTCA is part of a group of professional chartered accounts and business consultants whose friendly and down to earth mentality is its calling card for success.

NTCA is a pro-active accounting firm, identifying the growth opportunities of clients. As a leading member of the client's team, NTCA makes a difference through caring, innovation, and providing creative advice to entrepreneurs. NTCA takes the time to understand the specific issues that clients face and an active role in its clients' business.

NTCA is committed to listening to you, helping to assess your needs and providing fresh ideas. Whatever your requests, NTCA is dedicated to being there to help find the solutions. Trust us as your accountable, reliable choice.

- **Service** – our philosophy is to provide exceptional one-on-one service, taking the time to find solutions specific to each client's needs. The firm strives to provide our clients with a full range of efficient and accurate accounting services, helping clients to build better businesses while keeping informed of ongoing changes. The firm will work hard to ensure you receive the benefits of all new tax and accounting amendments throughout the year.
- **Experience** – we specialize in corporate and personal income tax compliance, audit, review and notice to reader engagements, combined with ongoing general business advice. We support many small businesses with bookkeeping and payroll services. We have been offering well-rounded counsel to numerous small and big companies and corporations for over thirty years.
- **Practical Solutions** – we take the time to understand your situation and offer practical and cost effective solutions.
- **Specialized Services** – NTCA is unique in the local marketplace in its ability to offer genuine, helpful, committed services to our client's on a consistent and committed basis year after year.

Sincerely,

Neal Temple CPA, CA.



PROFESSIONAL SERVICES

1. Audit of Annual Financial Statements in accordance with NPO (Not-For-Profit Organization) accounting Standards.
2. Attendance at meetings with the Finance Committee and/or the Board of Directors, as necessary.
3. Tax Compliance
4. Planning meeting and ongoing correspondence.



ENGAGEMENT

The length of the engagement is for a three year term.



EXPERIENCE – COMPANY PROFILE

Neal Temple Professional Corporation has over thirty years of experience providing auditing and tax services to companies in the not-for-profit sector and related industries and groups.

The staff continuity with respect to the audit of Georgian Nurse Practitioner-Led Clinic will include the same partner and staff member for the three year term.

The partner will be Neal Temple, and the staff member will be a staff accountant at Neal Temple Professional Corporation.



CONFLICT OF INTEREST STATEMENT

To our knowledge, there are no existing prohibitions that would preclude the firm or any of the staff that would be assigned to the audit for performing the engagement. That is, none of the following exist:

- Financial interest in Georgian Nurse Practitioner-Led Clinic
- Loans and guarantees from Georgian Nurse Practitioner-Led Clinic
- Close relationship with Georgian Nurse Practitioner-Led Clinic
- Family or personal relationship with Georgian Nurse Practitioner-Led Clinic
- Future or recent employment with Georgian Nurse Practitioner-Led Clinic serving as an officer or director.



METHODOLOGY

The approach that we will take with regards to the audit will be a risk based approach, focusing on the areas of Georgian Nurse Practitioner-Led Clinic's environment, management, and internal controls that have the greatest potential for material misstatement. This will be achieved through a combination of both control and substantive testing. This approach will enable us to perform our audit to reduce the risk of material misstatement to an acceptable low level, while maintaining efficiency and effectiveness in our approach, reducing the potential for unnecessary audit work while operating to ensure the work is spread more evenly throughout the year.

NTCA's responsibility is to express an opinion on the financial statements based on our audit. All audits are conducted in accordance with Canadian generally accepted auditing standards (GAAS). GAAS require that auditors comply with the ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing the procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected will depend on NTCA's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, NTCA considers internal controls relevant to the corporation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the corporation's management and its directors, as well as evaluating the overall presentation of the financial statements.



FEES PROPOSAL

The fee is estimated at \$7,500 - \$8,500 per year and will be consistent throughout the three year term.



CONTACT INFORMATION

NEAL TEMPLE CPA, CA.

416-785-5071 EXTENSION 226

NEAL.TEMPLE@SYMPATICO.CA



REFERENCES

Please note that References can be provided upon request.