

The Prince George Hospice Society is seeking quotes for our Financial Audit Services.

About the Prince George Hospice Society

The **Prince George Hospice Society** was founded in 1987 after a need for quality, comfortable End of Life Care was realized. Upon establishment, the Society instituted a program to provide support to the terminally ill by matching volunteers with the referred patient and their family.

In 1993, a generous donation from the Downtown Rotary Club of Prince George allowed the Society to purchase a house on Clapperton Street, which, after receiving a grant from the government, opened for admissions in May 1995 as the Hospice House of Prince George. With the generous help of Integris Credit Union the adjacent property was purchased in 1999, and the BC 2000 program along with the Vancouver Foundation provided funds to renovate the house into the Bereavement Center.

In 2009, the Prince George Hospice House was expanded to 10 beds, with an increase in size to 10,000 square feet. The Hospice Society property includes the Guest accommodating Hospice House and the administrative Forest Expo House.

Vision, Mission & Values

Our Vision

Excellence in end-of-life care

Our Mission

Our compassionate staff and volunteers provide specialized end-of-life care in a warm home-like atmosphere. We meet the individual needs of our guests, families and community through bedside care, grief support and education.

Our Values

Compassionate Loving Care: Fostering personal relationships through patience and understanding

Courage: Nurturing a courageous supportive environment

Diversity: Celebrating our diversity by honouring cultural differences

Dignity: Conducting ourselves in an honest and respectful manner

Integrity: Taking personal responsibility for superior care delivery

Collaboration: Cultivating collaborative partnerships to provide quality end-of-life care

Invitation to quote:

We are seeking proposals from Accounting Firms to perform the Annual Financial Audit of our Association for the year-end March 31, 2018 (a potential three to five year commitment). Depending on the interest

received, a short list may be developed, with Interviews only being conducted with short listed candidates. The selection of an Auditor will be recommended by our Finance Committee and confirmed by our membership at our Annual General Meeting in September 2017.

We have a small Finance Department and we are seeking an Audit Team that is prepared to assist our employees in delivering the best supports and services to our organization – while building and maintaining a great relationship between PGHS and the Auditors. We require a firm who is very familiar with and has experience with the Non-Profit Sector and has a strong understanding of financial reporting issues specific to our organization and industry.

Total revenues as at March 31, 2016 were \$3.1 million, and we anticipate similar revenues for 2016/17. PGHS is funded through a contract with Northern Health, and various Donations and Fundraising initiatives including our BC Gaming Licensed Dream Home Lotto and 50/50 raffle as well as the proceeds from our Resale Shop.

Details that must be included in the Expression of Interest submission

- Years in Business (The Inception Date of your Firm)
- Number of Current Local Employees (available to assist PGHS)
- Provide a Brief Background of Senior Officers of your Firm – include Education, Qualifications, Professional Background (relevant to Financial Audit Services)
- Legal Structure of your Firm
- Details of your Firm's current Ownership Structure and any changes to that structure in the past three years
- Any detail(s) that you believe differentiates your Firm from your Competition, and how substantial this difference is.
- Two (2) References of current Clients which are Non-Profit Businesses
- The Firm's estimated total hours, including a timeframe, budget and staff allocation
- A commitment to complete all functions by the prior to the end of June each year

Regulatory Compliance / Legal

- What, if any, Regulatory and or Supervisory Entity is the Firm registered with?
- Is there now, or has there been within the past three years, any Criminal, Civil or Administrative actions pending or threatened against your Firm, or any of its Principals? If so, please provide details.
- Are there any Conflicts of Interest that PGHS should be aware of?

Client Information and Reporting

- What kinds of Reports will be shared with PGHS as the Client? Provide Samples of all Reports we can expect to receive.
- Costs associated with any meetings with PGHS's Senior Management, and/or Board of Directors.
- Projected timeline for performing the Interim and Year-End Audit.

Financial Audit Services

- Does your Firm conduct any business other than Financial Audit Services?

- If so, please state the nature of those other businesses

Fees and Compensations

- How are fees calculated and charged, with respect to the following:
 - ❖ Management Fee
 - ❖ Administrative Fee
 - ❖ Incentive Fee
 - ❖ Commission
- Will there be other fees / compensation charged in addition to the above?
- What are the charge out fees for providing Special Reports or performing Special Projects that may be requested by PGHS.
- Please include a complete breakdown of all the costs associated with the Audit, including an Interim Audit, (if applicable) and indicate the hourly rate for each category of personnel involved.
- Please indicate any cost increases anticipated for future years (up to 5).
- Costs associated with any meetings with Senior Management and Finance Committee.
- Summary of staffing involved in carrying out the Audit.

Risk Management

- Describe your Firm-Wide Risk Management System
- Is your Firm covered by Business Liability Insurance? If so, what is the coverage for this?

The services required by PGHS would include:

- Audit Engagement: to conduct an Audit in accordance with Canadian Generally Accepted Auditing Standards.
- PGHS's Audited Financial Statements and Audit Reports are required to be finalized by then end of June and prior to the Annual General Meeting generally held in September each year.
- Auditors will meet first with the Operations Manager and the Executive Director, and then with the Finance Committee to review the final Auditor's Report.
- Auditors will attend and present the Financial Statements at the Annual General Meeting.

Selection will be based on the following Criteria:

- ❖ ***Client Information and Reporting*** - Quality of Reports that PGHS can expect to receive (samples requested). The audit process, estimated total hours, including a timeframe, budget and staff allocation
- ❖ ***Customized Service*** - Interest in building and maintaining a great relationship with PGHS. Working with PGHS on financial matters and advising on significant financial issues as needed.
- ❖ ***Experience and Capabilities*** - Qualified and dedicated personnel. Understanding of the not-for-profit environment. Following current best practices, share current or emerging issues and trends. Strong commitment to Ethical Business Practices.
- ❖ ***Fees and Compensations*** - The fee structure for audit services and additional fees for services, advice and special projects outside of the audit.

Please contact Bernadette Goudreau, Operations Manager for PGHS at 250-563-2551 if you have additional questions.

Please forward your proposal in writing to the following address, by Friday May 12, 2017 to be considered.

Prince George Hospice Society
1506 Ferry Avenue
Prince George, BC V2L 5H2

Please include any information on the points listed above that will assist us in reviewing your proposal.