



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

October 7, 2022

RE: Request for Proposals – Audit Services

To Whom It May Concern;

The Alberta Soccer Association (Alberta Soccer) is currently accepting proposals for the provision of audit services for our 2022-2023 fiscal year (November 1 to October 31). Alberta Soccer is a non-profit, sports governance organization, which oversees the game of soccer across Alberta. We are comprised of 23 Regular Members, which collectively represent over 95,000 players, 18,000 coaches, and 2,000 referees.

Article VI of the Alberta Soccer Association By-Laws outlines the process for appointing auditors. Article VI states that auditors must be appointed each year by the Alberta Soccer Board of Directors prior to the Alberta Soccer Association Annual General Meeting. The membership must then approve the appointment at the Annual General Meeting. For this reason, the current *Request for Proposal for Audit Services* only covers the 2022-2023 fiscal year. However, Alberta Soccer's intention, subject to article VI, is to establish a working partnership with the successful firm over a minimum three (3) year fiscal cycle.

Accompanying this letter is the *Request for Proposal for Audit Services* package which includes a full introduction of Alberta Soccer and our business as well as the requirements for proposal submission in electronic format. Proposal submissions are due to Alberta Soccer via email or mail, no later than 5:00pm MST on November 14, 2022.

Mail Proposal Submissions on USB to:

Alberta Soccer
Attention: Lisa Grant
11759 Groat Road NW,
Edmonton, AB T5M-3K6

Email Proposal Submissions to:

Lisa Grant
LGrant@albertasoccer.com

Questions regarding the *Request for Proposal for Audit Services* can be forwarded to Lisa Grant Lgrant@albertasoccer.com or 587-336-8584.

On behalf of the Alberta Soccer Finance Committee,

Lisa Grant
Executive Director

Attachments: Request for Proposal for Audit Services

Cc: Alberta Soccer Finance Committee Members: Shaun Hammond, Doug Ratke, Raj Uppal, Nabeel Khudabux, Alberta Soccer Director of Finance; Julie Beschell,



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

Audit Services

Request for Proposal



TABLE OF CONTENTS

INTRODUCTION	PAGE 3
Who We Are	PAGE 3
Vision, Mission and Objectives	PAGE 3
Our Business	PAGE 4
PROPOSAL REQUIREMENTS	PAGE 5
Audit Timing and Scope	PAGE 5
Proposal Specifications	PAGE 5
Proposal Submission & Deadline	PAGE 7

INTRODUCTION

The Alberta Soccer Association is soliciting proposals from firms to provide audit and tax services for the 2022-2023 fiscal year. This request for proposal contains the background information on Alberta Soccer as well as specific information which must be included in the proposals submitted.

Who We Are

Founded in 1911, the Alberta Soccer Association (Alberta Soccer) is the governing body for soccer in Alberta. With its head office in Edmonton, the Alberta Soccer Association is a proud member of the Canadian Soccer Association (Canada Soccer). Alberta Soccer is a non-profit society as defined under the Society's Act.

Alberta Soccer's membership is comprised of 23 District Members and 3 Association Members from across the Province. In 2017, Alberta Soccer's reported individual membership consisted of 95,406 player, 18,246 coaches, and 2,285 referees to Canada Soccer.

Vision, Mission and Objectives

Vision: A welcoming soccer community inspiring and empowering all.

Mission: Lead, govern and evolve

Objectives: The Alberta Soccer Association aims to:

- Promote participation in and enhance development of the sport of soccer in Alberta
- Promote and support all levels of soccer competition in Alberta
- Provide service at all levels of competition
- Govern the sport of soccer in Alberta
- Promote and encourage the formation of associations, leagues, clubs and teams
- Encourage and foster personal development and leadership qualities of individuals through participation in soccer
- Provide festivals, tournaments and cup competitions to further these objects
- Promote goodwill and to cooperate with other soccer organizations including FIFA and the Canadian Soccer Association
- Promote friendly relations between its Members, clubs, officials and players and in society for humanitarian objectives.
- Provide the necessary means to resolve any internal dispute that may arise between Members, clubs, officials and players of Alberta Soccer.

Our Business

- Established: 1911
- Incorporated: September 23, 1974
- Society Number: 7954
- Business Number: 12447 4164 RC0001
- Fiscal Year: November 1 – October 31
- Annual Budget: \$4,000,000.00 (*Approximately*)
- Net Assets: \$2,079,016 (*2021 Financial Statements*)
- Funding Sources: Alberta Sport Connection Grants, Alberta Gaming, Liquor and Cannabis - Casino, Business Sponsorship-Partnerships, Membership Fees, Registration Fees
- Board of Directors: Governance Board comprised of the elected Directors (8), a Past President (if appointed by Board annually), and Public Director (as appointed by Board for 2-yr term).
- Staff: Executive Director plus ten (10) Permanent Staff
- Accounting Staff: A total of one (1) staff within the finance department;
Financial Manager
- Oversees the day-to-day operations of Alberta Soccer office; responsible for all accounting activities, inclusive of draft reporting; participates in business and financial strategies creation and management.
 - Ensures reporting and accounting functions are in alignment with all applicable regulatory and legislative requirements; reviews and approves preparation and finalization of financial reports; general oversight of technical accounting functions.
 - Accounts payable / receivable data entry; new customer records; membership reconciliation; general administrative support for accounting activities.

PROPOSAL REQUIREMENTS

The following are required elements for the proposal response as well as both the timing and scope of Alberta Soccer's audit services.

Audit Timing and Scope

1. Audit Timing (October 31 Fiscal Year End)
 - a. Audit Planning to commence in October
 - b. Draft Financial Statements provided mid-December
 - c. Audit Report and Final Statements provided mid-January
2. Audit Service Elements
 - a. Audited Financial Statements for one (1) year; November 1, 2022 to October 31, 2023.
 - b. Preparation of Audit Findings Report for one (1) year; November 1, 2022 to October 31, 2023.
 - c. Preparation of Management Letter (including a management action plan as part of the final submission to the Board of Directors).
 - d. Preparation of tax filings, inclusive of T2 and any other applicable province of Alberta forms.
 - e. Planning meetings in preparation for audit.
 - f. Presentation of final audited financial statements and management letter to our Finance Committee, including executive sessions, if required.
 - g. Availability to answer questions throughout the entire year.

Please note that, according to article VII of the Alberta Soccer Association By-Laws, the auditor for Alberta Soccer is appointed by our Board of Directors prior to and then approved by our membership during the Alberta Soccer Annual General Meeting. The firm selected through this RFP process for the 2022-2023 fiscal year, may be appointed to complete audit services for additional fiscal years, subject to approval by the Board of Directors.

Proposal Specifications

Please provide the following information in your proposal. As we will be comparing the qualifications of several firms, please provide the information in the order requested.

1. Introduction
 - a. Provide a description of your firm inclusive of;
 - i. staff size, number of professionals, industries served, etc.
2. Non-Profit Experience
 - a. Describe engagements your firm currently conducts in the not-for-profit sector;
 - i. include how your current and/or previous non-profit engagements are comparable to our organization in terms of size, mission focus and complexity.
 - b. If local market partners or other employees serve in an advisory/consultative capacity within the not-for-profit sector in Alberta, please list such positions as well.

3. Other Experience
 - a. Please outline your firm's transitional expertise inclusive of your plan for transitioning a new customer from prior auditors to your firm.
 - b. Describe the level of experience of the individuals who would be assigned to our account.
 - i. Inclusive of a resume of the qualifications for each partner, manager, and staff assigned.
4. Audit Approach and Advantages
 - a. Describe your firm's basic approach to performing an audit, inclusive of:
 - i. Overall Audit Approach – describe your firm's overall audit philosophy, including your firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff on an audit.
 - ii. Specific Audit Approach – description of the specific audit approach used in the audit to ensure that the auditors will cover all pertinent areas.
 - iii. Audit Effort – description of where the engagement team will focus their attention, to ensure critical areas are appropriately covered.
 - b. Audit Advantages – description of the resulting advantages that you believe will accrue to our Association due to your firm's specific audit approach.
 - c. Describe the extent to which our organization's personnel will be expected to contribute to the work effort.
5. Scheduling
 - a. Indicate the expected timing and completion of the audit, inclusive of the expected delivery of the financial statements and management letter.
6. Fees
 - a. Provide information regarding your audit fees for 2022-2023, inclusive of:
 - i. the estimated number of hours to be spent by each person assigned to the audit,
 - ii. hourly rate for audit services,
 - iii. list of all additional audit expenses in your fee structure applicable to our audit and how they are calculated;
 - iv. plus, the total estimated fee inclusive of points i-iii above.
 - b. Describe whether and how you will bill for overruns in 2022-2023;
 - i. State how you manage against overruns and how we can be assured of no "surprise" billings.
 - c. Provide audit fee estimations for financial years;
 - i. 2023-2024
 - ii. 2024-2025
7. Disclosure
 - a. Describe any existing or potential relationships between your firm and our Association and any employee or officer of the Association that could affect your independence and objectivity because of an actual or perceived conflict of interest.
8. References
 - a. Please provide three (3) relevant references whom we may contact.
9. Other
 - a. Please provide any additional information, not specifically requested, considered essential to your proposal.

Proposal Submission and Deadline

If you require additional information in preparation of your proposal, please contact Lisa Grant, LGrant@albertasoccer.com, using the subject line, *Audit Proposal – Additional Info Request*.

Please include a list of the additional information which you are requesting as well as to whom the *Additional Information* should be addressed within your message.

The deadline for receipt of your proposal submission is no later than 5:00pm MST on November 14, 2022. Documents must be received in soft copy, either by email, USB, or disk. Submission of electronic files may be mailed **or** emailed as per the following contact details:

Mail Proposal Submissions to:

Alberta Soccer
Attention: Lisa Grant
11759 Groat Road NW,
Edmonton, AB T5M 3K6

Email Proposal Submissions to:

Lisa Grant
LGrant@albertasoccer.com

The schedule* for the selection process will be as follows;

Proposals submitted to Alberta Soccer by 5:00pm MST on November 14, 2022
Alberta Soccer announces short-listed firms November 21, 2022
Interviews with short-listed firms scheduled Between November 21 – 28, 2022
Selection of successful firm announced December 21, 2022

**May be subject to slight changes*



ALBERTA SOCCER ASSOCIATION
The Governing Body of Soccer in Alberta

ALBERTA
The

www.albertasoccer.com

