

# **REQUEST FOR PROPOSAL AUDIT SERVICES**

beginning with 2026/27 fiscal year audit,  
for term of 5 years



**COMOX VALLEY  
COMMUNITY  
FOUNDATION**

**DECEMBER 2025**

## 1. OUR ORGANIZATION

Founded in 1996, the Comox Valley Community Foundation (CVCF) is a public charitable foundation, registered as an extra-provincial society pursuant to the *Canada Not-for-profit Corporations Act* – 2014-04-08 (# 325469-1). CVCF works with local families, businesses and organizations to create permanent endowment funds that enrich life in the Comox Valley through the distribution of grants to local non-profit organizations and scholarships to students pursuing post-secondary education.

CVCF is governed by a volunteer Board of Directors, currently comprised of up to 12 local individuals, which normally meet up to 8 times per year.

### Mission

- Connecting our community to enrich life for all.

### Value Statements

- **Trust** – Integrity and transparency are at the core of everything we do.
- **Compassion** – Compassion and belief in our community is the reason for our work.
- **Inclusivity** – Our door is always open to everyone.
- **Equity** – We strive for equity for all, acknowledging the harms of colonization, and recognizing the necessity of addressing both immediate needs and systemic/structural barriers.
- **Collaboration** – We listen and learn with our community and build highly collaborative and impact focused partnerships to activate resources to respond to emerging issues and opportunities.

## 2. FINANCIAL POSITION

CVCF's total net assets are approximately \$20 million invested with Vancouver Foundation and in short-term investments. Income received from these investments is distributed as scholarships and to local charities by way of grants. Distributions for the fiscal year ended March 31, 2025 were \$1.3 million and will be over \$1.3 million again for the fiscal year ending March 31, 2026.

The operating budget for the year ending March 31, 2026 is approximately \$500,000. Operations are funded by a 1.5% administrative fee on fund balances, proceeds from annual fundraising efforts, miscellaneous grants and a small endowment fund that supports operations. There are currently four full-time staff members.

Audited financial statements for the year ended March 31, 2025 and prior years are available upon request.



### 3. AUDIT FRAMEWORK AND RELEVANT DATES

CVCF follows Canadian accounting standards for non-profit organizations.

Key annual dates:

- Financial year end – March 31<sup>st</sup>
- Submission of documents to auditor – mid-May
- Completion of field work – early-June
- Submission of audit adjustments and draft findings to Finance Committee – mid-June
- Issuance of statements and report to Board – late June

### 4. ELIGIBILITY REQUIREMENTS

1. License to perform audits from CPA BC.
2. A commitment for providing reasonable annual continuity of experienced and qualified personnel.
3. A commitment to meeting all reporting deadlines.
4. The resources available to address the scope of the audit services required.
5. Non-profit sector experience and expertise.
6. An efficient approach to the audit, including an annual review of internal controls.

### 5. PROPOSAL REQUIREMENTS

Please provide the following information in your proposal.

#### Approach to providing audit services

- Provide a brief description of your firm.
- Describe your experience in auditing non-profit or charitable organizations.
- Provide names, qualifications and bios of personnel who would be assigned to CVCF, and where they would be located.
- Provide a description of your approach to the audit and any special conditions.
- Provide an estimate of the anticipated hours.
- Provide the names of three references who we may contact.

#### Fees

Please detail all fees, including expenses, associated with the services being proposed.



## 6. EVALUATION CRITERIA

All proposals will be evaluated for completeness and suitability of the requirements. Auditors will be contacted, if necessary, to clarify any major items in question. Further discussion may be required during the proposal evaluation stage. Based on the analysis of the proposals, a ranking of auditors will be established based on the ability to meet CVCF's present and future needs.

## 7. DEADLINE FOR SUBMISSION

Proposals will be received by email to **[executive-director@cvcfoundation.org](mailto:executive-director@cvcfoundation.org)** on or before **Thursday, January 22, 2026**. Proposals received after that date and time will not be considered. All proposal submissions will receive a response once a decision has been made. CVCF reserves the right to meet with candidates for further clarification should it be deemed necessary.

## 8. CONTACT

If you have any questions concerning the RFP or our Foundation, please contact:

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Comox Valley Community Foundation  
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