

YWCA West Central Michigan Information

The YWCA West Central Michigan is a 501 (c)(3) Michigan non-profit corporation and maintains an affiliation with the YWCA USA, Inc. and Girls Incorporated®. Established in 1900, the YWCA West Central Michigan offers services that respond to the issues of domestic and dating violence, sexual assault, stalking, and child sexual abuse. We also provide empowerment programs for girls, so that they can realize their full potential and reduce their vulnerability to violence. YWCA West Central Michigan services are accredited by the Council on Accreditation and are financially supported by the Heart of West Michigan United Way, the federal government, the State of Michigan, the County of Kent, and many corporate, foundation, and individual contributors.

The YWCA West Central Michigan's mission is as follows:

The YWCA West Central Michigan is dedicated to eliminating racism, empowering women and girls, and promoting peace, justice, freedom and dignity for all.

The YWCA West Central Michigan's vision is as follows:

We envision a community that embraces diversity, creates a safe and empowering environment for all women and children, and celebrates peace, justice, freedom and dignity for all people. The YWCA will be a leader in building and sustaining that community, working to empower women and girls by eliminating racism, confronting the issues of relationship and sexual violence, and addressing social, political and economic inequities.

Each year, the YWCA provides ongoing service to more than 4000 individuals (1300 families). The majority are from traditionally underserved populations – 81% are economically disadvantaged and 53% are people of color.

The YWCA West Central Michigan is an EEO employer and encourages proposals from businesses that are owned by people of color and/or women. We encourage proposals that reflect a priority in hiring women and minorities. Additional consideration will be given to applicants who demonstrate practices that show successful experience in partnering with businesses owned by women and/or people of color.

YWCA WCM Growth Fund

Effective November 2015, the YWCA West Central Michigan created a supporting organization known as the YWCA WCM Growth Fund (Growth Fund). The Growth Fund has been issued exemption from federal income tax as a public charity under Internal Revenue Code Section 501 (c) (3) and is further classified as a Type I supporting organization under IRC Section 509 (a) (3). The Growth Fund is a Michigan nonprofit corporation.

Beginning with fiscal year 15/16, the YWCA WCM Growth Fund required audited financial statements and Form 990. It was the expectation of the YWCA West Central Michigan that two entities had consolidated for purposes of audited financial statements. For Form 990, had been filed separately.

Effective June 1, 2023, the YWCA WCM Growth Fund was dissolved after the winddown of the New Market Tax Credit. The 22/23 fiscal year will be the final year of the required audited financial statements and Form 990 filing for the YWCA West Central Michigan.

Please include the following information in your proposal:

1. Qualifications of Your Firm

- a. Company Background – Year founded, company history, ownership structure and other information including office location from which our account will be served.
- b. Describe how you would fulfill our desire to work with a diverse team.
- c. Share your qualifications for working with the YWCA and your experience with other non-profits of similar size.
- d. Identify the principal supervisory and management staff, including engagement partner(s), who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Michigan. The firm should also provide information on the non-profit auditing experience of each person as well as experience with New Market Tax Credit financing.
- e. Describe your firm's internal practice to ensure compliance with independence requirements and freedom from conflicts of interest.

2. Audit Approach

- a. Provide a general overview of your firm's audit approach. This should include a description of how your firm will develop audit plans and what areas your firm believes will require special attention.
- b. Describe how you will interact with management, the audit and finance committees and the board of directors.
- c. Describe your approach to communicating the results of audits, as well as the process surrounding management letters.
- d. Describe the internal processes within your firm regarding quality assurance.
- e. Describe how you might maximize audit efficiency by involving management in the audit planning and execution.
- f. Describe the processes your firm will employ to address matters related to client satisfaction, performance measurement and continuous improvement.
- g. Describe your approach to the transition from the current audit firm.
- h. Detail your anticipated timeline for the YWCA audit and tax preparation throughout the year (draft reports are required one week prior to the presentation to the Audit Committee, typically scheduled for the second Tuesday in December).

3. Tax Approach

- a. Discuss how you would provide guidance on, and review of, emerging tax issues and tax returns.
- b. Describe the local tax resources available within your firm.

4. Fees

- a. Outline your three-year (or more) fee commitment for the services to be offered (including NMTC). Provide a schedule of anticipated hours to complete the audit. Include your out-of-pocket and administrative cost policies. Please detail any non-profit or other discounts you would be able to offer.
- b. Discuss how you would propose to charge for any services other than those requested in this RFP.
- c. Describe any circumstances that would cause a change in the quoted fee.

5. References and Other

- a. Please provide client references that we may contact for members of the engagement team.

b. Please provide any other information you believe may be pertinent to our evaluation.

6. Anticipated Timeline

RFP letters distributed to selected prospective audit firms	6/5/2023
YWCA personnel available for meetings with firms - Provide additional information requested	6/12/2023 – 6/30/2023
Written proposals due (in electronic format)	7/7/2023
Finalists notified of selection, Oral Presentations Scheduled	by 7/14/2023
Oral presentations to Audit Committee	7/14/2023 – 7/31/2023
Final decision by Audit Committee announced to selected firm	by 8/15/2023