



AFOA CANADA

Building a Community of Professionals

TENDER INVITATION TO AUDITORS

Sample Letter

AFOA.CA





[DATE]

[NAME ACCOUNTING FIRM]
123 Main St.
Anyplace, Canada
A1B 2C3

Dear Sir/Madam

The Chief and Council of the XX First Nation is considering the appointment of an Auditor for the fiscal year ending March 31, 20X1, March 31, 20X2, March 31, 20X3. The auditor must be independent of the XX First Nation and a licensed public accountant in good standing with CPA Canada and the relevant provincial CPA body. The Chief and Council have instructed me to obtain proposals from Auditors who may be interested in the appointment.

The XX First Nation is located at [Location], CAN. The statement of revenue for the First Nation at March 31, ____ showed gross revenue for the year of over \$__ million. The audit must be conducted in accordance with Canadian Generally Accepted Auditing Standards (GAAS), and the financial statements must comply with Canadian Public Sector Accounting Standards (PSAS), unless otherwise specified.

A condition of appointment is that the audit be completed no later than 120 days after the fiscal year-end (approximately July 29), in accordance with funding agreement requirements, providing that the First Nation has supplied the required information in a timely fashion. The audited financial statements will be used to fulfill reporting obligations to Indigenous Services Canada (ISC), other funding agencies, and to meet the First Nations Financial Transparency Act (FNFTA) requirements. Familiarity with Indigenous funding agreements and reporting frameworks is considered an asset. If you are interested in receiving additional information on the First Nation's financial statements, please contact the following:

_____ (Senior Administrator) - Phone number

_____ (Senior Financial Manager) - Phone number

Proposals should include details of your firm's experience with First Nations audits, your proposed audit approach and timeline, and a fee quote. Please confirm your ability to provide a Management Letter outlining any recommendations for improving financial controls or systems.

We request that all tenders be submitted to the First Nation's office for review by no later than [DATE]. This will allow Chief and Council to make an appointment at the next Council meeting.

Yours truly,

Senior Administrator
XX First Nation