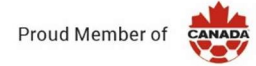




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# REQUEST FOR PROPOSAL

## For External Audit Services

Issued by


Ontario Soccer

Responses to RFP due to Ontario Soccer by April 30, 2024 by 5:00 PM EST



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**Audit Services  
Request for Proposal**




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## Introduction



Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.


Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer also operates the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.



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## Who We Are

A Member Association of Canada Soccer, Ontario Soccer provides leadership and support programs and services to the membership in Ontario. This includes support to District Associations, Associate Members (Provincial, Regional Leagues, School Sports, Professional Clubs) as well as Clubs, Administration, Coaches and Match Officials. Ontario Soccer is the recognized Provincial Sport Organization for soccer with the province of Ontario's Ministry of Heritage, Sport, Tourism and Culture Industries.

## Vision, Mission and Values

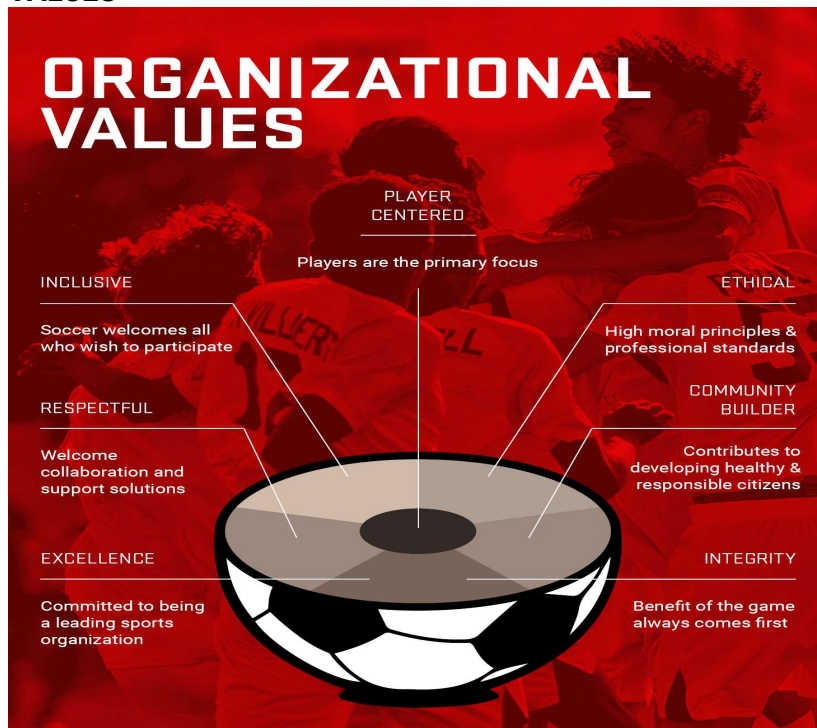
### Vision

Soccer, where everyone is welcome.

### Mission

Provide innovative and sustainable soccer programs and services to help build strong communities.


### VALUES





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## Our Business

Founded:	1901
Affiliation:	Canada Soccer and Ontario Ministry of Tourism, Culture and Sport
Board of Directors:	12 Directors Chair, Board of Directors: Peter Augruso
Chief Executive Officer:	Johnny R. Misley
Members:	18 District Associations (Voting Members) 12 Associate Members (Non-Voting Members)
Annual Budget:	2023-24: \$13MM
Participants:	Players: 258,228 (Outdoor 2022) + 92,190 (Indoor 2022-2023) Coaches: 12,000 Referees: 5,800 Administrators: 25,000
Funding Sources:	Player and Referee registrations, Provincial grant, Sponsorships, Clinic and course fees, Program fees, Facility Rental income
Staff:	2023-24: 37 FT
Finance Department:	Chief Financial Officer Manager, Finance Coordinator, Accounts payable Coordinator, Accounts receivable

## Proposal Requirements

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

### Audit Timing and Scope


1. Audit Timing (March 31<sup>st</sup> Fiscal Year End)
  - Audit planning to commence in May



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- Audit fieldwork to commence in June
- Draft financial statements provided mid-July
- Audit report and final statements provided mid-August

## 2. Audit Service Elements

- Audited financial statements for 2025-2028
- Preparation of management letter
- Preparation of tax filings, inclusive of T2 and any other applicable province of Ontario forms
- Planning meetings in preparation for audit
- Presentation of audited financial statements to our Finance Committee
- Availability to answer questions throughout the entire year

Please note that, according to Ontario Soccer By-Laws, the auditor for Ontario Soccer is appointed by our Board of Directors prior to and then approved by our membership during, Ontario Soccer's Annual Members Meeting. The firm selected through this RFP process for the 2025-2028 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

Provide a description of your firm (including staff size, number of professionals, industries served, etc.)

#### 2) Non-Profit experience

- Describe engagements your firm currently conducts in the not-for-profit sector (include how your current and/or previous non-profit engagements are comparable to our organization in terms of size, mission focus and complexity)
- If local market partners or other employees serve in an advisory/consultative capacity within the not-for-profit sector in Ontario, please list such positions as well.

#### 3) Other Experience


- Please outline your firm's transitional expertise inclusive of your plan for transitioning a new customer from prior auditors to your firm.
- Describe the level of experience of the individuals who would be assigned to our account (Inclusive of a resume of the qualifications for each partner, manager, and staff assigned).



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#### 4) Audit Approach and Advantages

- Describe your firm's basic approach to performing an audit, inclusive of:
  - 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.
  - Specific Audit Approach – description of the specific audit approach used in the audit to ensure that the auditors will cover all pertinent areas.
  - Audit Effort – description of where the engagement team will focus their attention, to ensure critical areas are appropriately covered.
- Audit Advantages – description of the resulting advantages that you believe will accrue to our Association due to your firm's specific audit approach.
- Describe the extent to which our organization's personnel will be expected to contribute to the work effort.

#### 5) Scheduling

Indicate the expected timing and completion of the audit, inclusive of the expected delivery of the financial statements.

#### 6) Fees


- Provide information regarding your audit fees for 2025-28 inclusive of:
  - the estimated number of hours to be spent by each person assigned to the audit,
  - hourly rate for audit services,
  - List of all additional audit expenses in your fee structure applicable to our audit and how they are calculated;
  - plus, the total estimated fee inclusive of points above
- Describe whether and how you will bill for overruns in 2025-28;  
State how you manage against overruns and how we can be assured of no "surprise" billings
- Provide audit fee estimations for financial years;
  - 2025-26
  - 2026-27
  - 2027-28

#### 7) Community Social Responsibility (CSR)

- Please provide your firm's current CSR activities and description of any sport related commercial partnerships



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8) Disclosure

Describe any existing or potential relationships between your firm and Ontario Soccer and any employee or officer of Ontario Soccer that could affect your independence and objectivity because of an actual or perceived conflict of interest.

9) References

Please provide three (3) relevant references whom we may contact.

10) Other

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 Linh Nguyen, Chief Financial Officer, [LNguyen@ontariosoccer.net](mailto:LNguyen@ontariosoccer.net).

**The deadline for receipt of your proposal submission is no later than 5:00pm EST on April 30, 2024.**

Documents must be received by email as per the following contact details:

Linh Nguyen, Chief Financial Officer, Ontario Soccer  
[LNguyen@ontariosoccer.net](mailto:LNguyen@ontariosoccer.net)

The schedule for the selection process will be as follows:

- Proposals submitted to Ontario Soccer by 5:00pm EST, April 30, 2024
- Selection of successful firm announced June 26, 2024