Request for Proposal

INDEPENDENT AUDITING CONTRACTOR

A. Introduction
The State Historical Society of Missouri (SHSMO) is the state’s premier facility for the study of state and local history. Established in 1898 by the Missouri Press Association and headquartered since its inception on the University of Missouri campus in Columbia, SHSMO is the official historical society of the state of Missouri. Under Missouri law (Missouri Revised Statutes, Chapter 183), SHSMO is a trustee for the people of the state of Missouri with the obligation to collect material that documents the rich history of the state. The law also obligates SHSMO to preserve this material, to publicize it, and to make it available to the general public. SHSMO now operates Research Centers in Cape Girardeau, Columbia, Kansas City, Rolla, St. Louis, and Springfield.

SHSMO is a 501c3 non-for-profit corporation supported through state appropriation, membership dues, donations, grants, and service fees. Historically, 80% of SHSMO funding is through state appropriations passed through the University of Missouri System. This portion of the budget covers personnel and facilities costs.

The remaining budget includes membership dues, donations, grants, and service fees. Membership dues raise approximately $100,000 per year and private donations raise between $150,000 and $350,000 per year. Grants and foundation funding vary in number of grants and amount of grants. On average, grant and foundation funding accounts for under $150,000 per year. Finally, service fees are collected for research services, creation of photocopies or digital copies, and the sale of microfilm. The audit will only address the non-profit funding stream.

B. Project Description
SHSMO is seeking an independent auditing firm to prepare a yearly audit in compliance with our federal non-profit tax filing and review of financial policies and procedures.

Auditor would be responsible for providing a statement of financial position for the SHSMO for the previous fiscal year ending June 30, tax filings, and QuickBooks consulting. Not subjected to the report are opinions of any assurance with regard to donated art, books and manuscripts.
in the SHSMO possession or funds received from the State of Missouri.

C. Audit Objective
The objective of the audit is the expression of an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of accounting records and other procedures considered necessary to enable expression of opinion. If the opinion is other than unqualified, the auditing company will discuss the reasons with SHSMO Executive Director and his/her designee in advance of releasing a report.

Procedures will include tests of documentary evidence supporting the transactions recorded in the account, tests of the physical existence of inventories, and direct confirmation of receivable and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors and financial institutions.

The audit will include obtaining an understanding of SHSMO and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of future audit procedures. The audit will also communicate to SHSMO any internal control matters that are required to be reported under professional standards.

D. Estimated Project Duration
Annual Audit and engagement process is renewable annually.

E. Submission Information
Submit a written proposal that addresses the following:

1. Qualifications and Related Experience
   Supply a brief history of the firm, including the firm’s size, areas of expertise, key personnel, and any other pertinent information.
2. Scope of Services
   Describe the approach that your firm will take to provide:
   a. Audit of financial statement and report
   b. Preparation of tax returns and related documents
   c. QuickBooks consulting
   d. Other services

3. Timeline and Engagement Plan
   Provide a timeline for the completion of the services described including key milestone dates.

4. Pricing
   Provide a fee proposal with supporting details for services covering June 30, 2021, 2022 and 2023.

Proposals will be reviewed upon receipt. Final selection will be made not later than April 30, 2021.

Questions and proposal should be submitted to:

Jennifer King
Business Manager
The State Historical Society of Missouri
605 Elm Street
Columbia, MO 65201
Tel: 573.882.9362
King.Jennifer@shsmo.org