

February 22, 2024

Tennessee Voices for Children, Inc. (TNV) invites you to submit a proposal for the preparation of its yearly audited financial statements and related filings for our 2024 fiscal year ending June 30, 2024. TNV does require a federal single audit. The audit of TNV's financial statements must be performed in accordance with GAAS, GAS, the Uniform Guidance and the U.S. Office of Management and Budget's (OMB) Compliance Supplement.

TNV is a 501(c)3 organization with a mission of being the collaborative leader guiding mental health transformation. Programs include: Therapeutic Services, Community Support Services, Housing Services, and Program Enhancement Services.

We serve an average of 12,000 clients a year with funding from grants, contracts, and fee-for-service. We receive state funding and pass through federal funding through US Department of Health and Human Services, U.S. Office for Victims of crime, U.S. Department of Housing and Urban Development, State of Tennessee Department of Mental Health, and State of Tennessee Department of Children's Services and direct federal funding through U.S. Department of Health and Human Services. Our estimated revenue and expenses for fiscal year 2024 are \$20,904,300 and \$20,836,600 respectively.

The following services are required:

1. Annual financial statement audit.
2. Federal Single Audit.
3. Preparation of IRS form 990.
4. Annual 403(b) retirement plan audit.
5. Management letter.

A draft of the annual audited financials and management letter must be completed by November 27th, 2024 in order for our board and financial staff to review. In addition, TNV requires the audit to be presented to our board of directors at our annual December board meeting and be available for board member questions.

All proposals must include:

1. Evidence of the firm's qualifications to provide the above services.
2. A copy of the firm's current peer review.
3. Background and experience in auditing nonprofit clients.
4. A proposed timeline for fieldwork and final reporting.
5. Proposed fee structure for all above services.
6. References and contact information from at least three comparable nonprofit clients.

Your proposal must be received by March 31st, 2024. Please send your proposal to finance@tnvoices.org. The board will review all proposals and make recommendations prior to the contract being awarded.

If you have any questions or need any additional information, please contact me directly at (615) 626-5632 or shelby.brown@tnvoices.org. I look forward to receiving and reviewing your proposal.



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Sincerely,

A handwritten signature in black ink that reads 'S. Brown' in a cursive style.

Shelby Brown
CFO
TN Voices