



# Academy at the Farm, Inc. Charter School

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501 (c) (3) Non-Profit Organization  
Tax ID #59-3638658

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Josh Borders

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Marcia Dwyer

Kathy Hobby

Lori Gauttier

Victoria Sutton

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Lacy Boltin

Amanda Foster

April 11, 2025

**REQUEST FOR PROPOSAL (RFP)  
For Independent Auditing Services**

**Proposal Due Date:** May 12, 2025  
**Interview Date:** May 16, 2025

Academy at the Farm Charter School (AATF) Audit Committee and Board of Directors is seeking proposals from qualified Certified Public Accounting (CPA) firms to perform the annual financial audit for the fiscal year ending June 30, 2025. The selected firm will conduct the audit in accordance with Generally Accepted Accounting Principles (GAAP) and Government Auditing Standards.

**Scope of Work**

The selected firm will be responsible for:

- Conducting an independent audit of AATF's financial statements, including governmental activities, major funds, and other relevant financial data.
- Evaluating internal controls and assessing risk related to fraud or financial misstatement.
- Ensuring compliance with applicable laws, regulations, contracts, and grant agreements.
- Reviewing related party transactions, budgetary compliance, and financial reporting.
- Issuing an opinion on whether the financial statements fairly represent AATF's financial position in accordance with GAAP.
- Providing recommendations for improving financial processes and internal controls, if applicable.
- Presenting audit findings and reports to AATF's administration and Board of Directors.
- Assisting in the preparation of required financial statements and supplementary information, 990 preparation, quarterly report and possible advisory services.

**Proposal Requirements**

Interested firms should submit proposals that include:

- Firm background and experience in auditing charter schools or similar institutions.
- A detailed audit plan, including key personnel assigned to the engagement.
- Estimated timeline for audit completion, including major milestones.
- References from similar audit engagements.
- Fee structure and estimated costs.

**Selection Criteria**

Proposals will be evaluated based on the following factors:

- Experience and qualifications of the firm and assigned staff.
- Demonstrated understanding of charter school financial reporting.
- Approach and methodology for conducting the audit.
- Cost-effectiveness of the proposal.
- References and past performance.

**Submission Deadline & Contact Information**

All proposals must be submitted by May 12, 2025 to:  
Justina Diaz, AATF Audit Committee  
justinadiaz03@gmail.com  
773-218-6861

Rutland Bussey  
Treasurer and Chair

**Proud to be  
an "A" school  
for 17 years!**