



Seacoast  
CHARTER ACADEMY

REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL AUDITING SERVICES

*Time Sensitive Document*  
*Deadline Ends **April 1,***  
**2026**

## REQUEST FOR PROPOSALS AUDITING SERVICES

### A. General Information and Term of Engagement

Seacoast Charter Academy, Inc. hereafter referenced as the School, is requesting proposals from qualified independent Certified Public Accounting firms to audit its financial statements for the fiscal year ending June 30, 2025, 2026 and 2027 and thereafter subject to an annual renewal of the engagement. This is a Financial Audit as required under Section 218.39, Florida Statutes. The School is also requesting that preparation of I.R.S. Form 990 be included in the Proposal.

The examination will be a financial and compliance audit made in accordance with generally accepted auditing standards as set for by the American Institute of Certified Public Accountants, and the standards as set for by the Governmental Accounting Standard Board (GASB) to include a management discussion and analysis section (MD&A). The proposer is to perform tests of controls and properly document its assessment. Reportable conditions, if applicable, shall be communicated in writing in accordance with generally accepted auditing standards.

An evaluation is to be made of the system of internal controls, including the control environment, accounting systems and specific control procedures to assess the extent to which the controls can be relied upon to provide accurate and reliable reporting

A Management Letter to the Board of Directors is to be issued that will contain significant audit findings, if applicable.

The auditor will prepare a draft of the financial statements and related notes. The auditor will provide the draft to the Administrator for review and approval prior to issuance. Pro formas and editing will be the responsibility of the Auditor. Report preparation and printing shall also be the responsibility of the Auditor. The Auditor shall be responsible for providing 6 copies of the annual financial reports to the School. Final reports will be provided to the appropriate individual at Duval County School Board and the Florida Auditor General's office, as required. The Auditor will present the findings of his audit to the audit committee and the Board of Directors at a meeting in Jacksonville, Florida.

An evaluation is to be made of compliance with requirements of the Sponsor and the requirements of a bond conduit trust agreement currently held with Florida Development Financing Corporation

**Form 990 is to be prepared** and provided to the Audit Committee and the Board of Directors for review and approval and then submitted to the Internal Revenue Services within the legal due date.

### B. Background Information

School was established in 2011 under a nonprofit 501(c)(3) organization as Seacoast Charter Academy, inc. The school was granted a charter by the School Board of Duval County, Florida (the District) for grades Pre-K through 5<sup>th</sup> grade and currently has 490 students. The School is locally managed by the Seacoast Charter Board of Directors. The organization has 59 employees and is directly managed by the Administrator who has been with the school for nearly 15 years. The School's fiscal year begins on July 1 and ends on June 30. Budgets are adopted annually and revised as needed. The School has budgeted expenses of \$5,729,000 for '25/'26.

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## **C. Time Schedule for Each Fiscal Year's Audit**

The auditor shall provide a detailed audit plan and a list of all schedules to be prepared by the school by June 1st of each year.

The auditor shall complete all fieldwork by July 30th of each year.

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following:

- A report on the fair presentation of the basic financial statements as a whole, in conformity with accounting principles generally accepted in the United States.
- A report on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
- A report on compliance with applicable laws and regulations.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control which could adversely affect the organization's ability to record, process summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

The auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Administrator and the Board of Directors of the School.

The auditor shall have ready for publication all reports of this Request for Proposal by August 30 of each year (this is the due date provided by the District).

## **D. Finance Department Support**

The finance department of the school will be available during the audit to assist the firm by providing information, documentation and explanations.

For necessary on-site work, the School will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and fax machines at no charge to the auditor.

## **E. Information and Clarification**

All requests for information or clarification regarding this proposal should be addressed to Randy Modlin, Controller by e-mail to: [randy@hcmcinc.com](mailto:randy@hcmcinc.com).

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### **F. Presentation Costs**

The School shall not be liable for any costs, fees or expenses incurred by any firm in responding to the Request for Proposal or any subsequent inquiries or presentation relating to a response.

### **G. Submission of Proposals**

To be considered send your proposal via email to [mstremmel@seacoastcharteracademy.org](mailto:mstremmel@seacoastcharteracademy.org) by 4pm on **April 1, 2026**.

The Pricing proposal should contain all pricing information and the total all inclusive maximum price proposal is to contain all direct and indirect costs including all out-of-pocket expenses.

The Proposal shall be signed by a representative who is authorized to contractually bind the firm.

### **H. Evaluation Procedures**

All responsive Proposals submitted in response to this Request for Proposal will be evaluated by a selection committee. Proposals will be evaluated using the information in accordance with Florida Statute 218.391 and shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such factors may be determined by the audit committee to be applicable to its particular requirements.

Proposals will be evaluated in accordance with weighted criteria listed below:

Point Range

Professional Standing/Ability of personnel 0-25 points

Charter School Experience and Knowledge 0-25 points

Staff Depth/Ability to Perform 0-25 points

Cost of Services 0-25 points

100 points