

OREGON WHEAT GROWERS LEAGUE115 SE 8th Street 📍 Pendleton, OR 97801 📞 541.276.7330 🌐 www.owgl.org**REQUEST FOR PROPOSAL****Oregon Wheat Growers League Audit Services**

The Oregon Wheat Growers League (OWGL) invites you to submit a proposal to conduct our annual financial audit for the fiscal year ending June 30, 2021. The OWGL operates on a July 1 to June 30 fiscal year. Proposals for multiple years are welcome.

Proposals shall only be accepted from independent, certified public accounting firms which are in good standing with the Oregon Board of Accountancy and active on the Oregon State Municipal Auditor’s Roster.

About the OWGL and its Accounting System

The OWGL is a not-for-profit trade association serving all wheat growers of Oregon, providing education to wheat growers and the public and advocacy on state and national levels. The OWGL is governed by a 14-member Board of Directors, including four Executive Committee members. The League is supported by three staff members.

Accounting system: the OWGL uses QuickBooks, which is managed by a contracted accounting firm to provide bookkeeping, payroll, financial reports, and other financial records. Assets of the organization include an office building, furnishings and equipment, and monies held in a financial portfolio including a checking account and other investment accounts. Annual revenue is approximately \$600,000.

Audit Objectives, Scope and Timeline

The auditing services performed by the CPA shall allow the firm to express an opinion on:

- (a) whether the financial statements of the OWGL present fairly the financial position and financial results of financial operations in conformity with generally accepted accounting principles (GAAP); and
- (b) whether the OWGL has complied with laws and regulations that may have a material effect on the audited financial statements. The audit will include the Risk Assessment Standards, which are required by Generally Accepted Auditing Standards (GAAS).

The OWGL will furnish required financial information and documentation in conjunction with the audit engagement including working profit and loss lead schedules, balance sheet and bank reconciliations.

Factors in our consideration include capacity of the firm, experience, cost, and ability to meet the required schedule. The audit contract will take effect anytime that is agreeable to both parties. The written audit report shall be completed and delivered no later than September 15th of the fiscal year subsequent to the fiscal year audited.

All proposals must be submitted no later than 5:00PM Pacific Time on April 2, 2021 to:

Oregon Wheat Growers League
115 SE 8th St.
Pendleton, OR 97801

