



# Texas NAHRO

*Texas Chapter of the National Association of Housing and Redevelopment Officials*

March 1, 2018

Re: Texas NAHRO Audit Services

To Whom it May Concern:

**Executive Board**

**Mark Thiele**  
*President*

**Beverly Banks**  
*Sr. Vice President*

**Riza Nolasco**  
*Treasurer*

**Milet Hopping**  
*Secretary*

**Karen Baker Reynolds**  
*Vice President – Member Services*

**Gary Allsup**  
*Vice President – Commissioners*

**Lisa Garcia**  
*Vice President – Housing*

**Robin Walls**  
*Vice President – Professional Development*

**Gene Reed**  
*Vice President – CR&D*

**Annie Botsford**  
*Immediate Past President*

**Shelli Scrogum**  
*Service Officer*

Texas NAHRO is seeking proposals from Certified Public Accountants to provide the following services:

**BiAnnual Audit for 2 year period 10/1/2015 – 09/30/2017**

**Proposal A:**

1. Full audit of financial statements for the period requested.

**Proposal B:**

1. Review of accounting procedures
2. Review of current procedures related to separation of financial duties
3. Analysis of risks related to current accounting and financial procedures
4. Management letter

All of the above must be completed by no later than 90 days following contract execution, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, TX NAHRO requires that a meeting of the auditors and selected TXNAHRO board and staff members be held following the completion of the audit.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing similar clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure and amount;

h) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.

Your proposal must be received by March 30, 2018. Proposals must be submitted in PDF format to Shelli Scrogum at [txnahro@brazosnet.com](mailto:txnahro@brazosnet.com).

Please contact the Texas NAHRO Service Officer, Shelli Scrogum, at 940-521-9982 or the Texas NAHRO Treasurer, Riza Nolasco, at 817-333-3421 for any additional information you might need to submit a proposal.

Proposals will be reviewed at the April 9, 2018 Texas NAHRO Board Meeting.

Sincerely,

*Shelli Scrogum*

Shelli Scrogum

Texas NAHRO Service Officer