

REQUEST FOR INFORMATION (RFI)
FOR
FINANCE AUDIT SERVICE FOR DIXON HALL

Issued **March 20, 2025**

Submission Deadline: **March 28, 2025**

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1.0 Introduction

Dixon Hall is a not-for-profit organization (NFP) seeking to engage an external audit firm to perform an independent audit of our financial statements for the year ending March 31, 2025.

The purpose of this RFI is to invite qualified audit firms to submit detailed information about their qualifications, experience, and capabilities to conduct the audit of our organization's finances.

We invite you to submit your response to this RFI, which will help us assess your firm's suitability for this engagement.

2.0 Organization Overview

Dixon Hall is a multi-service agency located in downtown East Toronto. It serves more than 10,000 people annually, impacting lives of most vulnerable community members, including at-risk youth, seniors, adults with physical and health issues, job seekers, and those dealing with mental health challenges. The organization focuses on supporting residents and connecting them with necessary programs and services. Dixon Hall's portfolio of services includes support for Housing, programs such as Senior, Children & Youth, Music School, Employment Services, Settlement Services and Community Development. Dixon Hall's total revenues in fiscal 2024 was approximately \$31.7 Million.

Vison: A city where everyone thrives

Mission and Goals: Creating lasting solutions to end poverty, social injustices and isolation

Our Values:

Respect: We believe that everyone has qualities and value worthy of admiration

Diversity: We believe in an inclusive culture of diverse thought, experience, and background

Integrity: Commitments we make will be commitments kept

Care and Compassion: We live out our commitment for social justice through thoughtful action

Annual Budget: \$31.7 Million.

Annual Revenue: \$32 Million

Key Financial Statements:

- Audited Financial Statements include:
 - Statement of Financial position
 - Statement of Operations
 - Statement of changes in Net Assets
 - Statement of Cash Flows
 - Notes to Financial Statements

Audited Financial Reports: [Audited-Financial-Statements-as-at-March-31-2024.pdf](#)

Annual Report: [Dixon Hall | Annual Report 2023](#)

3.0 Audit Scope and Objectives

The audit will focus on providing an independent opinion on the financial statements, ensuring compliance with generally accepted accounting principles (GAAP) for Not-for-Profit organization or other applicable standards (e.g., IFRS).

The scope of the audit should include:

3.1 Review of Financial Statements:

- Review and verification of financial statements for the year ending March 31, 2025.
- Evaluation of internal controls, risk management processes, and financial reporting practices.

3.2 Compliance Review:

- Ensure compliance with applicable laws, regulations, and accounting standards relevant to the NFP sector.

3.3 Recommendations:

- Provide recommendations for improvements in financial management, internal controls, and governance, if applicable.

3.4 Report Preparation:

- Prepare the required audit report and supplementary documents for stakeholders including 7 funder reports.

4.0 Submission Requirements

Please provide the following information in your response within a maximum of 10 pages:

4.1 Firm Overview:

- Company name, contact information, and brief history.
- Details of the firm's expertise in providing audit services to not-for-profit organizations, including the size and scope of relevant experience.

4.2 Team Composition:

- Names and qualifications of key personnel who would be involved in the audit.
- Relevant experience of audit professionals in NFP sectors.

4.3 Audit Approach:

- A description of your firm's approach to conducting the audit for NFP organizations, including the methodology and tools used.
- Any specific experience with auditing NFP organizations of similar size and scope.

4.4 Fee Structure:

- Provide a detailed breakdown of your firm's fees for providing audit services, including any additional costs (e.g., travel, special reports).

4.5 Timeline:

- Proposed timeline for completing the audit, including key milestones and delivery dates for reports.

5.0 Evaluation Criteria

The responses to this RFI will be evaluated based on the following criteria:

1. **Experience and qualifications of the audit firm and team members.**
2. **Approach to auditing NFP organizations and understanding of specific needs.**
3. **Fee structure and value for money.**
4. **Ability to meet deadlines and provide high-quality, actionable feedback.**

6.0 Response Submission Details

Please submit your response to this RFI by Friday, March 28, 2025. Send your completed responses to:

- RFP@Dixonhall.org
Dixon Hall at 58 Sumach Street, Toronto, Ontario M5A 3J7

We look forward to reviewing your submission and thank you in advance for your time and effort.

Dixon Hall reserves the right to reject any or all submissions and is under no obligation to select any provider based on this RFI. We will notify all respondents of our decision once the review process is complete.