

Request for Proposal
Audit Services

Closing Date and Time:

Proposals must be received by 12:00p.m.
.Monday, November 30th. 2026
And shall be addressed to:

Linda Job
Executive Director
RR#2, PO Box 3310
Cochrane, Ontario
P0L 1C0
Email: ttn.rfp@taykwatagamou.com

Inquiries:

Lucille Uiselt
Chief Finance Officer
Phone: (705) 272-5766 ext. 237
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Purpose

Taykwa Tagamou Nation (TTN) formerly New Post Band is seeking proposals from interested and qualified accounting firms for the provision of external audit services of the First Nation's annual financial statements in accordance with generally accepted auditing standards for the fiscal years **2025-2026 to 2027-2028** inclusive. Subject to satisfactory performance of the external audit services by the successful firm, the term may be extended, if mutually agreeable to both parties.

Background

TTN was officially created August 21, 1905 through an agreement between the Government of Canada and New Post Band. This agreement officially recognizes TTN as a band under the Indian Act. Currently, TTN has more than 700 members.

Accounting Structure

As a First Nation, TTN is required to prepare its financial statements in compliance with the Public Sector Accounting Board standards. Additionally, TTN is subject to further reporting requirements, as outlined in Indigenous Services Canada's (ISC) Financial Reporting Requirements The Reporting Guide (sac-isc.gc.ca)

TTN receives funding for programs, services, and band support from a variety of funding agencies, including ISC, Service Canada, and the Government of Ontario. Each program activity is accounted for separately. Accounting has historically been maintained in Adagio; TTN is transitioning to Sage Intacct beginning with fiscal year 2025-2026, and Sage Intacct will be used going forward.

Services Required

The responsibility of the external auditors is to examine the financial statements prepared by TTN staff and to express an audit opinion thereon. The financial statements will include the

operations of all programs within the band reporting entity, as well as additional reporting requirements outlined in the Financial Reporting Requirements. The audit report will be addressed to Members of Council of the Taykwa Tagamou Nation; it must disclose the scope of the examination and state that the audit was performed in accordance with generally accepted auditing standards. The report will also include an opinion as to whether the financial statements conform to Canadian Public Sector Accounting Standards. TTN's financial statements for the year ending March 31, 2025 can be available upon by request.

The selected audit firm must be knowledgeable of Canadian Public Sector Accounting Board standards and advise TTN on amendments to the Standards. The firm will also be required to attend Council and committee meetings, upon request, to make presentations and discuss the audit and related financial issues.

The Auditor must be:

- independent from the First Nation, its related bodies, Council and Officers and members
- in good standing with regulatory bodies (Chartered Professional Accountants of Canada) and/or their respective counterparts in the province or territory in which the firm or accountant is practicing
- licensed to practice public accounting

Audit Timetable

Event	**Timetable**
Pre-audit meeting/Detailed audit plan and schedule	Last week of April
Audit field work	First week of May
Draft financial statements	First week of June
Audited financial statements to Band Council/Finance Committee	Mid-June
Final Audit Report and Management Letter	Mid-June

Additional Services

Ancillary studies, audits or examinations of other accounts, records and transactions may be required from time to time. Proponents will also work with TTN in providing financial guidance or advice when necessary to ensure the accuracy of financial reporting.
Contractual agreements for such other examinations will be negotiated separately at the time of the request. Proponents are encouraged to include information relevant to the scope of engagements that their firm can provide.

Client Assistance Provided to Auditor

TTN staff will be available to assist the auditors by providing information, working papers, schedules, and funding agreements. TTN staff is responsible for the year-end close and will prepare the financial statements. Supporting documents will be provided to the auditors on a timely basis.

The preparation of all confirmations will be the responsibility of the audit firm.

TTN's solicitors will provide representation letters regarding the status of suits, threatened litigation and other contingent liabilities.

Proposal Response Format

I. State the location and overall size of the firm performing the service. Describe the range of activities performed by the firm such as auditing, tax service, and accounting or management services. Identify the accounting firm's experience with Public Sector Accounting Board standards or First Nation engagements.

II. State the proposed audit team's qualifications and experience with Public Sector Accounting Board standards or First Nation engagements. Detail skills or experience which are directly relevant to the capacity of the team who would be assigned to conduct the audit of TTN.

III. Outline the firm's fee structure for the delivery of audit services. Rates must be provided in Canadian funds and exclusive of HST (as a First Nation, TTN does not pay HST on services for band management).

Proposal Evaluation and Selection Process

i. Proposals received by closing time will be screened for compliance with the requirements stated in this Request for Proposal. TTN reserves the right to (at its sole discretion) determine whether any proposal is compliant.

ii. After a proposal response has been determined to have met the requirements, all proposals will be evaluated to determine the best value to TTN.

iii. All proponents will be contacted to notify them of the status of the proposal within a reasonable period after award and TTN reserves the right to disclose why were successful or not.

iv. In accordance with TTN policy, an award will be made to the successful Proponent only upon formal approval by Band Council.

v. TTN does not bind itself to the lowest or any bidder.

Addendum to Request for Proposal for Audit Services

The agreement for audit services between Taykwa Tagamou Nation (TTN) and the selected accounting firm will also include an agreement for the audit of the following related entities.

- **Island Falls Forestry (IFF)** – a corporation managing the First Nation's forestry agreements. The mandate of the organization is to enhance the social, cultural, political, education and economic growth of its members.

- **Coral Rapids Power (CRP) -** a corporation managing the First Nation's water-power agreements. The mandate of the organization is to provide advice, coordination, and information management assistance to the partners for the purpose of building capacity in water-power management.

- **Apitisawin Limited** – a corporation tasked with identifying and creating new business ventures and employment opportunities. Currently, Apitisawin manages a commercial property at 207 Sixth Street, Cochrane, Ontario.

- **Ontario First Nations (2008) Limited Partnership (OFNLP)** – a agreement with other First Nations providing resource revenue sharing.

- **CMHC - S(95) Housing Project Financial Statements** – a housing project

- **Forestry and Mining Resource Revenue Sharing Agreement Annual Report - Mushkegowuk** – an agreement with other First Nations providing resource revenue sharing.

- **2752980 Ontario Inc.** – a corporation managing residential homes purchased in Cochrane, Ontario, and a communications tower in Norembega, Ontario.

- **2366969 Ontario Inc.** – a corporation managing a gravel pit in on Birchill Road in Brower township.

- **976356 Ontario Inc. (Busierres**) – meat shop

- **Takwata Builders** – Excavation and moving of aggregates

- **Takwata Fuels** – Gas station

- **Takwata Springs Energy LP**- Management of small rooftop projects

- **Veronica Archibald Kamik** – Healing Lodge

- **Thomas Archibald Senior Institute –** Providing opportunities for Employment and on the job training. Provide Post Secondary Education opportunities.

AND ALL OTHER RELATED ENTITIES

Bids must include costs for the audit of these financial statements. Financial statements for each of these entities are available by contacting:

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