

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 290.1
Subject Title <b>Audit - External</b>	Adopted 12/15/99	Last Revised 4/10/17	Reviewed 12/15/99; 4/26/10; 2/24/14; 4/14/15; 4/10/17; 5/29/19

**PROCEDURE**

**Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Intent**

Procurement of an external auditing firm to conduct an annual audit of the financial statements shall follow the currently established procedures on initiating a Request for Proposal.

**2.0 Request for Proposal**

- 2.1 A notice shall be published in local newspapers for a request for proposal. A request for proposal shall also be sent out to reputable accounting firms in the surrounding geographic area. The request shall contain pertinent information relevant to qualifications of field auditors, knowledge of mental health funding, and performance expectations.
- 2.2 Requests shall be for a three-year engagement of services, subject to yearly evaluations. Engagements beyond three-years shall be as Board approved.
- 2.3 Proposals shall be reviewed by the Chief Executive Officer and the Chief Financial Officer with a final choice for recommendations to the board. Approval of the auditing firm engagement shall be by the full board.

Kerry Possehn, Chief Executive Officer	Date		