



Town of Lake Cowichan

Request for Proposals

The Town of Lake Cowichan is inviting written proposals from qualified auditors to undertake the financial audit of the Town's financial records for the 2024 to 2028 fiscal years. The audit contract term would be for five years.

Each proposal must include:

- Statement of Qualifications with specific mention of previous or current municipal audit experience;
- Resumes of staff performing the audit;
- Estimate of fixed annual audit charges and hourly rates for additional work where required; and
- Any other information that would assist us in evaluating your proposal.

A copy of the 2023 Financial statements and the 2023 Annual Report containing the audited financial statements can be obtained on the Town's website:

<https://www.town.lakecowichan.bc.ca/dl/2023%20Financial%20Statements.pdf>

<https://www.town.lakecowichan.bc.ca/dl/2023%20Annual%20Report.pdf>

The Town of Lake Cowichan is a small community with a population of just over 3,000. The Town is governed by a Mayor and four councillors. The Town has an annual operating budget of \$7 million with an additional \$6 million budgeted for capital projects.

Sealed proposals must be marked **"AUD-2024"** and submitted no later than **4:00 p.m., October 25, 2024** to:

Ronnie Gill, CPA
Director of Finance
Town of Lake Cowichan
PO Box 860 - 39 South Shore Road
Lake Cowichan BC V0R 2G0