



February 4, 2026

Request for Proposal (RFP) for External Audit Services

Issued by:

Neptune Theatre Foundation
1593 Argyle Street
Halifax, Nova Scotia
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P: (902) 429-7070

To whom it may concern:

The Neptune Theatre Foundation (the “Foundation”) is a not-for-profit organization incorporated under the Societies Act of Nova Scotia. The Foundation owns and operates two theatres and a theatre school and stages professional theatre productions in Nova Scotia. Our mission is to create and share exceptional live theatre that captivates, engages, inspires, and entertains by cultivating artistic talent, amplifying diverse voices, and creating meaningful experiences that connect and enrich our community.

The Foundation is seeking proposals for the preparation of its annual audited financial statements and additional tax work for the 2025-26 fiscal year ending on May 31, 2026. The initial term contemplated is three (3) fiscal years, subject to appointment by the Board at the Annual General Meeting.

We appreciate your consideration and look forward to receiving your proposal.

Sincerely,

Kimberlee Stadelmann
Executive Director
Neptune Theatre
E: kstadelmann@neptunetheatre.com

Background & Objectives

From the corner of Argyle and Sackville Streets, for over 60 years, Neptune has been a cornerstone of Halifax's arts and culture scene. Our productions showcase ingenuity, creativity and the magical art of live storytelling, giving Atlantic Canadians the best theatre experiences.

Each time you step into Neptune Theatre, you are not just attending a show, you are immersing yourself in a world meticulously crafted within our walls. Beyond the curtains, there are many artists, technicians, craftspeople and actors who bring enchanting worlds to life. From the glittering joy of *Mamma Mia!* to the intriguing story of *Fall On Your Knees*, or the clever, existential world of *Rosencrantz and Guildenstern Are Dead*, it takes a community to bring a story to life.

With your help, we can continue to give Atlantic Canadians exceptional, unforgettable live theatre experiences. Be a part of the story and help us continue to bring stories to life for the next 60 years and beyond.

Scope of Work

Financial Statement Audit

- Audit the Foundation's annual financial statements prepared in accordance with ASNPO and issue an Independent Auditor's Report in accordance with CAS.
- Consider and report on significant risks, accounting policies, estimates, and disclosures relevant to a member-based, not-for-profit foundation.

Tax Compliance

- Preparation of the Foundation's T2 and T1044 filing for not-for-profit organizations.
- Preparation of the Foundation's T3010 filing for registered charities.

Required Communications and Meetings

- Audit Planning: present the audit plan, materiality, risk assessment, and timeline to management and the Audit & Finance Committee.
- Status Update(s): provide progress updates during interim and year-end work.
- Audit Findings: Present the draft audited financial statements and the Report to Those Charges with Governance to the Audit & Finance Committee and Board
- Audit Committee Attendance: Attend and be available to present the audited financial statements to, and respond to questions from, the Foundation's Audit & Finance Committee.

Management Letter & Recommendations

- Provide a Management Letter with practical recommendations on internal controls, financial reporting, operating systems, and process improvements.

Proposal Requirements

- 1. Executive Summary**
 - Understanding the Foundation's operations, risks, and audit approach.
- 2. Firm Profile**
 - Overview of the firm, Nova Scotia presence, independence, and quality control.
- 3. Team & Experience**
 - Partner and manager bios with relevant not-for-profit experience
 - At least two (2) references from other not-for-profit organizations including contact details.
- 4. Audit Approach and Deliverables**
 - Methodology, sampling, analytics, use of technology, approach to internal controls, and proposed interim work.
 - Deliverables checklist with key dates.
- 5. Fees**
 - Fixed fee per fiscal year for the audit (including estimated hours) plus out-of-pocket expenses (if any) and hourly rates for additional services.
 - Indicate assumptions and what is considered “out-of-scope”.
- 6. Transition & Continuity**
 - Due to a change in auditor, your approach to opening balances, comparatives, and predecessor communications.
- 7. Value-Add**
 - Examples of actionable recommendations delivered to similar clients; training/updates for management/Board, and insights on not-for-profit organizational issues.

Submission Instructions and Deadlines

- **Intent to propose:** Email to Kimberlee at kstadelmann@neptunetheatre.com by February 18, 2026 at 4:00pm AST.
- **Questions deadline:** February 25, 2026 at 4:00pm AST. Please send questions to kstadelmann@neptunetheatre.com. Please note: some answers may be shared with all invited proponents if pertinent to all.
- **Proposal due date:** March 18, 2026. Please email to kstadelmann@neptunetheatre.com with the subject line “RFP – External Audit – Firm Name”.
- **Decision:** April 8, 2026

Evaluation and Selection

Proposals will be evaluated by management, the Audit & Finance Committee, and will be selected by the Board. Selection will be based on best overall value to the Foundation. The weighting will be scored on the following:

Criterion	Weight
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Relevant experience with non-for-profit organizations (including references)	20%
Audit approach, methodology, timeline, and team	30%
Fees	30%
Value-add	10%
Community involvement	10%

Bid proponents may be invited to present to Management and the Audit & Finance Committee. The Foundation reverses the right to negotiate scope, fees, and terms with the preferred proponent.

Terms and Conditions

- **Confidentiality:** all information provided by the Foundation is confidential. Proponents must protect the confidentiality of the Foundation and use it solely for this RFP and the engagement.
- **Independence:** appointment is contingent on confirming independence and absence of conflicts.
- **Ownership of product:** the Foundation owns the audited financial statements and may distribute them to key stakeholders, lenders, based on the Foundation's discretion. The auditor retains the ownership of working papers.
- **Publicity:** no use of the Foundation's name or logo may be used without prior written consent.
- **Costs:** all costs preparing the proposal are the sole responsibility of the proponent.
- **Right to reject:** the Foundation may accept or reject any proposal and may cancel or amend the RFP at any time.

Engagement Details

- **Fiscal year-end:** May 31, 2026
- **Governance contacts**
 - Chair – Scott McGaw
 - Executive Director – Kimberlee Stadelmann
 - Director of Finance – Haz Chigora
- **Prior auditor:** Baker Tilly
- **Target dates:**
 - Preferred fieldwork dates: mid-July to mid-August 2026
 - Draft Financial Statements and Draft Report to Those with Charged with Governance: early-October
 - Auditor meeting with Audit & Finance Committee: mid-October
 - AGM Date: mid-November 2026