



## REQUEST FOR STATEMENT OF INTEREST: AUDIT FIRM for Mid-size NonProfit Organization

The Eliot School of Fine & Applied Arts seeks to contract with a third party to provide its annual audit.

The [Eliot School](#) is a mid-sized nonprofit with an annual budget of ~\$1.6M, a core full-time staff of ~12 and a corps of 40-80 part-time teachers, aides, and artists. Personnel accounts for ~80% of total expenses. The fiscal year ends June 30, with a November 15 deadline for IRS Form 990 submission.

We are based in the Jamaica Plain neighborhood of Boston, Mass., and provide art education services to Boston's public schools and community centers, and to students of all ages at our own facilities. Our revenue is a mix of earned (tuition and contract fees) and contributed (grants and donations).

We are interested in contracting with a firm that can work with the Executive Director and functional bookkeeper to shape an ongoing relationship, providing the following services and characteristics.

**Please note:** We are also seeking a firm to provide HR services to the Eliot School. If your firm provides both auditing and HR services, please let us know.

### SCOPE OF WORK

- Conduct annual audit.
- Provide any General Journal adjustments needed to complete the audit.
- Present audit at an Eliot School's Board of Trustees meeting, along with a Management Letter.
- Prepare and file IRS Form 990.
- Prepare and file Massachusetts Annual Report to Secretary of the Commonwealth and Form PC to the Office of the Attorney General.

### QUALIFICATIONS

- Experience managing both people and processes.
- Experience with the scope of work outlined above.
- Experience with non-profit clients in the \$1-2MM budget range.
- Ability to work efficiently to manage time and cost.
- Experience working with organizations in process of transformation, weathering COVID and other changes and challenges.
- Experience working to support organizations committed to racial equity in their operations and mission.

## TO APPLY

We are accepting responses on an ongoing basis starting July 14. We hope to make a selection by early September, for immediate start.

Please contact: Abigail Norman, Executive Director – [anorman@eliotsschool.org](mailto:anorman@eliotsschool.org) with AUDIT in the subject line.

Candidates will be graded according to the qualifications listed above in order to select for interviews. Interviews will allow for a back-and-forth, with the expectation that candidates will follow up with an expected cost range. Cost will be a material factor in final selection.

## MORE ABOUT THE ELIOT SCHOOL

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus on manual arts includes woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts, and mixed media. Other programs include creative youth development, an annual artist's residency, talks, and events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.