



April 21, 2026

YWCA Missoula invites you to submit a proposal for the preparation of its yearly audited consolidated financial statements and related filings for a three-year period, beginning with the current 2026 fiscal year, which will end June 30, 2026. YWCA Missoula's consolidated financial statements include the YWCA Missoula (YWCA) and YWCA Missoula Title Holding Company (the Title Holding Company). The audit must be performed in accordance with generally accepted auditing standards.

YWCA is a 501(c)(3) private nonprofit organization, and the Title Holding Company is a nonprofit public benefit corporation. YWCA is over 110 years old and is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. YWCA primarily operates our programs in the Meadowlark building, opened on Mother's Day in 2021. The opening of the Meadowlark centralized previously dispersed programs and serves as our administrative hub.

YWCA's primary programs include:

- Family Housing Center -- temporary housing for unhoused families and related case management and support services, operated in partnership with Family Promise of Missoula.
- Pathways -- lifesaving services to victims of domestic violence, stalking, and human trafficking, including temporary housing for victims of domestic violence and related case management and support services
- Rapid Rehousing -- supporting placement of houseless families into permanent housing as quickly as possible through a variety of assistance mechanisms
- Youth Services -- two subprograms, one of which provides programs, support groups, and therapeutic services for children who have experienced violence or housing instability; the other is a leadership program for girls and gender-diverse youth.
- Planet Kids -- supervised visitation and exchange center allowing minors time with non-custodial parents, often per court orders
- Hallmark Program -- community education, advocacy, and in-house training aimed at dismantling societal systems and norms that disproportionately affect BIPOC

YWCA operates two Secret Seconds thrift stores in Missoula, MT, the profits of which support YWCA programs. Programs and operations are also funded by individual and foundation philanthropic donations, grants, and investment income.

The Title Holding Company's purpose is to hold title to the Meadowlark building, which qualified for New Market Tax Credits in 2020, and to lease it back to YWCA. The New Market Tax Credit holding period ends in 2027.

The YWCA governance structure includes a Finance Committee, presently comprised of three board members and three community members, chaired by the Treasurer. The Finance Committee serves as the audit committee and reports to the Board of Directors.

In the last three annual audits, YWCA received unmodified audit opinions on both the consolidated financial statements and major program compliance audits, with no material weaknesses or significant deficiencies in internal control over financial report or compliance and no findings or questioned costs for major programs. The auditors reported no significant disagreements with management. For purposes of the Single Audit, YWCA was determined to be a low-risk entity. With the new threshold for a Single Audit increasing to \$1,000,000 this year, it is possible the YWCA may not be required to have a Single Audit. For this reason, we request the proposal include two prices -- one if a Single Audit is required and one if it is not required.

YWCA requires the following services and target completion dates:

Completed by November 30, 2026

1. Annual consolidated financial statement audit
2. Federal Single Audit (if required)
3. Management letter

Completed by March 1, 2027

4. Preparation of IRS form 990 for management and board review

Completed by April 1, 2027

5. Submission of IRS form 990 through official channels

All proposals must include:

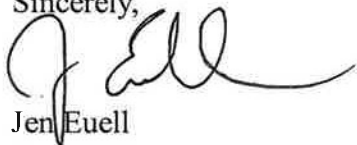
- a. office and partner responsible for the engagement
- b. anticipated fieldwork timeframe
- c. statement that engagement team meets all requirements for engagements following generally accepted government auditing standards, including independence requirements
- d. pricing with and without a Single Audit
- e. list of three nonprofit audit clients (with Single Audits) completed in the last two years

Your proposal must be received by close of business on **May 20, 2026**. Send your proposal to Jen Euell, Executive Director (jeuell@ywcaofmissoula.org). We will review all proposals by June 1, 2026.

If you have any questions or desire clarification of any aspect of this request for bid, please contact us at 406.543.6691. YWCA's audit reports and Form 990 for the last fiscal year are available upon request.

We look forward to receiving your proposal.

Sincerely,



Jen Euell
Executive Director



Terri Herron, CPA
Board Treasurer