



TOWN OF WHITECOURT

ADDENDUM NO. 1

Project Title: Town of Whitecourt Professional Audit Services
Project Number: 2025-07-18
Owner: Town of Whitecourt
Date: Tuesday, July 29, 2025
Number of Pages: 2

The Addendum shall form part of the Town of Whitecourt Professional Audit Services Documents and is to be read, interpreted, and coordinated with all other parts. The following revisions supersede the information contained in the general specifications issued for the above-named project to the extent referenced, and shall become part thereof. Acknowledge receipt of this Addendum by providing a copy with the tender submission. Failure to do so may subject the bidder to disqualification.

GENERAL:

1. Are you willing to consider a fully remote audit? **No.**
2. Are you willing to accept an email submission for the proposal response? **No.**
3. Please provide copies of Schedules A, B, and C in Word so we can complete the forms.
Please see attached.
4. Who currently prepares the financial statements? The auditor or the Town? **The Town.**
5. How many audit adjustments were there during the last audit? **9 recorded in Caseware.**
6. Please share with us a copy of the prior year's management letter and audit report.
Please see attached.
7. What accounting or payroll systems are you currently using? **Microsoft Great Plains Dynamics and Avanti.**
8. Are there any service issues with the current audit provider? **No.**
9. What is the approximate budget for this audit RFP? **2024 Budget was \$34,000.**



TOWN OF WHITECOURT ADDENDUM NO. 1

CONFIRMATION OF RECEIPT:

The Bidder shall attach a signed and dated copy of this addendum to the tender submission.

Printed Name of Bidder

Signature

Date

END OF ADDENDUM NO. 1

Krista Spivak

Controller

Email: kristaspivak@whitecourt.ca

Phone: 780-778-2273 Ext. 107

Town of Whitecourt

5004 – 52 Avenue, PO Box 509

Whitecourt, AB T7S 1N6

SCHEDULE 'A'
PROPOSAL FORM
For Town of Whitecourt

We hereby offer to provide professional auditing services as listed under "Summary of Professional Auditing Services Requirements" and as described in the proposal request for the following compensation for a term of three (3) years.

Total All-Inclusive Maximum Price

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

PROFESSIONAL FEES

1. <u>Personnel Rates</u>	<u>Hourly Rates</u>	<u>Anticipated Hours</u>	<u>Total (\$)</u>
Partners	_____	_____	_____
Specialist	_____	_____	_____
Supervisory/Managers	_____	_____	_____
Support Staff	_____	_____	_____
Total Audit Personnel			\$ _____
2. Travel Expenses (if applicable)			\$ _____
3. Disbursement/Office Fees			\$ _____
			\$ _____
4. Other Related Charges/Fees			\$ _____
a). _____			\$ _____
b). _____			\$ _____
c). _____			\$ _____
d). _____			\$ _____
e). _____			\$ _____

DATE

NAME & ADDRESS OF ACCOUNTING FIRM

SIGNATURE OF AUTHORIZED REPRESENTATIVE(S)

NAME & TITLE

NAME & TITLE

SCHEDULE 'B'
PROPOSAL FORM
For Local Authority Pension Plan
(Town and Library Board)

We hereby offer to provide professional auditing services as listed under "Summary of Professional Auditing Services Requirements" and as described in the tender proposal for the following compensation for a term of three (3) years.

Total All-Inclusive Maximum Price

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

PROFESSIONAL FEES

1. <u>Personnel Rates</u>	<u>Hourly Rates</u>	<u>Anticipated Hours</u>	<u>Total (\$)</u>
Partners	_____	_____	_____
Specialist	_____	_____	_____
Supervisory/Managers	_____	_____	_____
Support Staff	_____	_____	_____
Total Audit Personnel		\$ _____	
2. Travel Expenses (if applicable)		\$ _____	
3. Disbursement/Office Fees		\$ _____	
		\$ _____	
		\$ _____	
5. Other Related Charges/Fees			
a). _____		\$ _____	
b). _____		\$ _____	
c). _____		\$ _____	
d). _____		\$ _____	
e). _____		\$ _____	

DATE

NAME & ADDRESS OF ACCOUNTING FIRM

SIGNATURE OF AUTHORIZED REPRESENTATIVE(S)

NAME & TITLE

NAME & TITLE

SCHEDULE 'C'
PROPOSAL FORM
For FCSS Review
(Town of Whitecourt)

We hereby offer to provide professional auditing services as listed under "Summary of Professional Auditing Services Requirements" and as described in the tender proposal for the following compensation for a term of three (3) years.

Total All-Inclusive Maximum Price

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

PROFESSIONAL FEES

1. <u>Personnel Rates</u>	<u>Hourly Rates</u>	<u>Anticipated Hours</u>	<u>Total (\$)</u>
Partners	_____	_____	_____
Specialist	_____	_____	_____
Supervisory/Managers	_____	_____	_____
Support Staff	_____	_____	_____
Total Audit Personnel		\$ _____	
2. Travel Expenses (if applicable)		\$ _____	
3. Disbursement/Office Fees		\$ _____	
		\$ _____	
		\$ _____	
6. Other Related Charges/Fees			
a). _____		\$ _____	
b). _____		\$ _____	
c). _____		\$ _____	
d). _____		\$ _____	
e). _____		\$ _____	

DATE

NAME & ADDRESS OF ACCOUNTING FIRM

SIGNATURE OF AUTHORIZED REPRESENTATIVE(S)

NAME & TITLE

NAME & TITLE

April 28, 2025

Town of Whitecourt
5004 - 52 Avenue
Whitecourt, Alberta
T7S 1N6

Attention: Judy Barney, Director of Corporate Services

Dear Judy:

RE: 2024 MANAGEMENT LETTER

We recently completed our audit of the consolidated financial statements of the Town of Whitecourt (the "Town") for the year ended December 31, 2024. Our examination was made in accordance with Canadian generally accepted auditing standards and accordingly included a review of a number of the systems of operating and financial controls and such tests and procedures, as we considered necessary in the circumstances. The objective of our audit was to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, an audit would not necessarily identify all such matters that may be of interest to management in discharging its responsibilities. Therefore, it is inappropriate to conclude that no such matters exist. However, the following matters are presented for your consideration.

Whitecourt Regional Solid Waste Management Authority

The Town provides management and administration services to the Whitecourt Regional Solid Waste Management Authority (the "Authority"). As we have noted in the past, best practices would include the Authority having its own audited financial statement.

This communication is prepared solely for the information of management and is not intended for any other purpose.

Yours very truly,

METRIX GROUP LLP



Curtis Friesen CPA, CA
Partner

cc: Peter Smyl, Chief Administrative Officer



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Town of Whitecourt

Opinion

We have audited the consolidated financial statements (the "financial statements") of the Town of Whitecourt (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2024, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance (Council) are responsible for overseeing the Town's financial reporting process.

(continues)



Independent Auditors' Report to the Mayor and Council of the Town of Whitecourt (*continued*)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report or, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
April 28, 2025