



Request for Proposal (RFP): Audit and Tax Services

Organization: Historic Annapolis, Inc.

Fiscal Year End: June 30, 2026

Release Date: 06/01/2026

Proposal Due Date: 06/22/2026

1. Introduction & Background

Historic Annapolis, Inc. (HA) is seeking proposals from qualified Certified Public Accounting firms to audit its consolidated financial statements (for HA, Inc and Port of Annapolis) for the fiscal year ending **June 30, 2026**. Historic Annapolis, Inc. is the leading non-profit preservation and history organization for the city of Annapolis, Maryland. Port of Annapolis is a dormant for-profit organization, the majority of which is owned by HA.

HA's mission is to preserve and protect the historic places, objects and stories of Maryland's capital city, and to provide engaging experiences that connect people to the area's diverse heritage. We are the primary advocate for the city's architectural legacy and are heavily involved in large-scale advocacy for city-wide infrastructure.

HA manages a portfolio of 13 properties, 12 of which are owned by the state of Maryland (5 of the 13 are historic sites). Ongoing capital needs for these sites include structural preservation, climate control upgrades for artifact protection, and garden restoration.

HA currently employs approximately 46 staff members (20 full time and 26 seasonal and part time) and engages 10–20 contractors annually. HA currently manages approximately \$21.8 million in assets. Our 2024-25 reported revenues were approximately \$6.13 million with an annual operating budget of about \$3M. Our annual capital investments are between \$2.5M to \$4M and are primarily funded by Miscellaneous Capital Grants from the state of Maryland.

We are looking for a CPA partner who provides high-level technical expertise in non-profit accounting while maintaining clear communication with our Board of Trustees and Management.

2. Scope of Services

The selected firm will be responsible for the following deliverables:

- **Consolidated Financial Audit:** An audit of records, policies, processes, and internal controls to generate a consolidated statement of financial position, activities, functional expenses, and cash flows in accordance with U.S. GAAP.
- **Supplementary Information:** Provide an opinion on the Consolidating Schedule of Financial Position and the Consolidating Schedule of Activities.
- **Tax Compliance:** Preparation of Federal IRS Form 990 for Historic Annapolis and 1120 for Port of Annapolis.
- **Financial Statement Preparation:** Preparation of the consolidated financial statements and related disclosures in conformity with U.S. GAAP.
- **Management Letter:** Communication of internal control-related matters and any identified significant risks, including management override of controls and revenue recognition. The letter should include recommendations for best practices and recent and upcoming changes in the tax code.

3. Key Engagement Risks & Areas of Focus

Proposals should demonstrate the firm's approach to auditing the following identified risks:

- **Management Override of Controls:** Procedures to ensure the integrity of financial reporting.
- **Revenue Recognition:** Review of diverse funding sources and grant compliance.
- **Ongoing Concern Evaluation:** Assessment of the organization's ability to continue operations for a reasonable period.

4. Proposal Requirements

Interested firms should submit a proposal that includes:

- **Experience:** Evidence of experience with non-profit organizations and consolidated financial entities.
- **Staffing:** Identification of the engagement partner and key personnel (note: previous engagements were led by a Partner-level CPA).
- **Audit Methodology:** A description of the audit plan, including the use of third-party service providers and data security protocols.
- **Client responsibilities:** expectations on data access and time commitments.
- **Timeline:** A proposed schedule for fieldwork and delivery of the final report.
- **Fee Structure:** A transparent breakdown of costs:
 - **Audit Services Fee**
 - **Tax Forms Preparation Fee**

5. Management Participation

Historic Annapolis, Inc. commits to a collaborative audit process. Currently, the management is responsible for:

- Preparing all requested schedules and locating supporting documentation.
- Designating a senior management member to oversee non-attest services.
- Maintaining internal controls and providing unrestricted access to financial records and personnel.

6. Submission Instructions

Please submit your proposal in PDF format to:

The Board of Trustees and Management of Historic Annapolis, Inc. C/O Lucy Mikhailova

18 Pinkney Street

Annapolis, Maryland 21401

410-990-4512 lucy.mikhailova@annapolis.org