



**Tokyo American Club
Request for Proposal for
Financial Audit Services**

May 31, 2025

I. Purpose

The purpose of this Request for Proposal (“RFP”) is to obtain the service of an independent JICPA licensed auditing firm to perform a financial audit for Tokyo American Club (“TAC”).

Financial statement audits determine whether the financial statements of an audited entity present fairly the financial position in accordance with Japan Generally Accepted Accounting Principles for Public Interest Organization (公益法人会計基準).

II. Scope of Work

The selected firm shall determine whether:

- The financial statements of TAC fairly present its financial position and if the results of its financial operations are in accordance with Japan GAAP for Public Interest Organization.
- TAC has internal accounting and other control systems to provide reasonable assurance that it is managing its resources in compliance with applicable laws and regulations.
- TAC has complied with laws and regulations that may have material effect on its financial statements.

The scope of financial audit of this RFP is further divided into two parts:

- (1) Audit of financial statements, which is required as Statutory audit for TAC (法定監査), that is audit of Balance Sheet, Profit and Loss Statement, notes to financial statements, and Supplementary Schedule, and
- (2) (Optional) Audit of Cash Flow Statement, which is not required as Statutory audit for TAC, but as Voluntary Audit (任意監査).

III. Communication

All communications including verbal communication and communication in written formats except the following will be Japanese.

- Audit reports shall be translated into English. (TAC will also prepare draft audit reports in English)
- Management reports to the Board should be translated into English.
- Minutes of the Board of Governors meetings and minutes of various committees meetings are written in English.
- Internal approval formats and their supporting documents including contracts may be written in English.



IV. Timeline

Deadline	Activity
June 30, 2025	Proposed must be received at TAC by 17:30
September 25, 2025	Announcement of selected firm
October 1, 2025	Start of field work by the selected firm
October 31, 2025	The firm to complete reconciliation of FY2025 ending balance
January 2026	1 st FY2026 audit planning meeting
April 2026	Start FY2026 interim closing audit
October 1, 2026	Start FY2026 yearend closing audit
October 19, 2026 (tentative)	Complete FY2026 audit report

V. Budget Constraints

The budget for this Financial Audit Service expense is 7,500,000 yen for Statutory Audit and 500,000 yen for Voluntary Audit (Applicable Consumption tax excluded). Please describe your pricing variance in your Proposal as appropriate.

VI. Proposal

Proposal must be submitted in English. At a minimum, the proposal must include:

- Description of services proposed
- Prior audit service experience which should include prior audit services to non-profit organizations in Japan
- Description of your firm's organization, size, and structure
- Description of the qualifications of principal staff to be assigned
- Description of how the firm would manage the process of transition from the previous audit provider and to a new provider in the future
- Fee proposal for the audit of Financial Statements
- Fee proposal for the audit of Cash Flow Statement should be stated separately as an option.

Submission may be in softcopy submitted electronically via e-mail or in hardcopy by mail.

Upon receiving the submission, TAC will inform the proposer to acknowledge receipt of the submission. It is the responsibility of the Bidder to ensure that the proposal is received by TAC, by the date and time specified. Late proposals will not be considered.



VII. Proposal Evaluation Metrics and Criteria

Task Force lead by Finance Committee Chairperson will review proposals and make recommendations to the relevant committees and the Board of Governors for final approval. The Task Force may request a meeting with qualified Offerors prior to final selection to discuss and review the proposal.

Proposals will be reviewed in accordance with the following criteria:

Factors
Prior experience auditing similar Ippan Shadan Hojin entities
Adequate size of firm
Qualification of principal staff to be assigned
Communication including English
Fee proposal

VIII. Current and Potential Roadblocks and Barriers to Success

The approval process involves TAC members volunteering in Club governance and may take longer than expected.

IX. Contact

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