



151 University Dr. P.O. Box 367, West Liberty, Kentucky 41472
Voice: 1-800-927-1833 or (606) 743-31331 Fax: (606) 743-1130
An Equal Opportunity Employer "M/F/D/V"

Dear Sir or Madam:

Our organization is accepting proposals from accounting services firms to provide accounting services for Gateway's non-profit community action agency for the year starting January 1, 2022. We invite your firm to submit a proposal by **December 17, 2021** for consideration. A description of the organization, the services needed, and other pertinent information is included in this RFP.

Background & Current State of Accounting

Gateway Community Action is a 501(c)(3) nonprofit organization with a mission of providing comprehensive services that empower individuals and families in overcoming the conditions and causes of poverty through a range of human service programs. The organization is principally funded through federal and state grants. These grant funds are managed and dispersed in-house in the operation of a wide menu of programs and services.

- Income in 2020 was approximately \$15 million
- The organization employs 260 employees.
- The agency is governed by a 30 member board of directors
- Operations are driven by written financial and cost allocation policies
- The agency has a negotiated Indirect Cost Rate, which are those costs incurred in support of general business operations but not attributable to a specific funded project.
- The agency's fiscal year begins July 1, however some grant program years run on different fiscal years.
- The agency recently transitioned to SAGE INTACCT, which is an online accounting system.
- There will be no supervisory responsibilities
- There will be a liaison in accounting that will provide needed documents, with the majority of communication occurring between the firm and the CEO.

Services to Be Performed

Your proposal is expected to cover the following services, working in close collaboration with the CEO, administrative, program, and accounting department staff.

1. Organizational Improvements

Based on research and information obtained from other similar organizations, we will restructure our staffing and accounting structure to streamline activities through identifying staff strengths and implementing systems that support efficiency and productivity.

Ongoing Services

- Creating invoices

- Recording & coding of expenses
- Recording & coding of cash receipts and deposits
- Electronic processing and review of biweekly payroll
- Calculation and processing of retirement plan contributions
- General ledger account reconciliations and maintenance of subsidiary records
- Provide monthly financial statements
- Restricted fund tracking and reporting
- Board and board committee meeting preparation, reports, and attend, either in-person and/or virtually as requested at bi-monthly board meetings
- Cash management, financial forecasts, and projections
- Development of budgets and projections in collaboration with the agency team
- Monthly budget meetings with program directors
- Maintain up to date appraisals
- Maintain deed and facility documentation
- Oversee purchasing and/or leasing of agency/program vehicles to include paperwork, titles, and recording of federal interest
- Ensure financial operations comply with federal, state, and local regulations
- Oversee preparation of all internal and external financial reporting and monitor submittals within established timelines
- Oversee and prepare for all external monitoring and be in attendance as requested during external federal and state monitoring visits as requested
- Track and analyze agency and program financial trends that CEO, Board of Directors, program directors, and administrative staff can use in making short-term and long-range financial decisions
- Implement an effective system of internal control that promotes consistency, transparency, integrity, and accuracy throughout the accounting department
- Oversee cash flow management
- Develop and monitor budgets
- Work collaboratively with accounting staff to ensure smooth and efficient day to day operations
- Reconcile bank accounts monthly
- Ensures activities complies with generally accepted accounting principles
- Prepares and reconciles trial balances and income statements on a monthly basis
- Maintains the general ledger
- Audits accounts to ensure compliance with state and federal regulations and coordinates with outside auditors
- Implements training for new hires and identifies ongoing training opportunities
- Scan through expense accounts to determine if anything needs to be capitalized and moved to the balance sheet under fixed assets. Update fixed assets schedule and record monthly depreciation on fixed assets.
- Record the monthly credit card activity and reconcile to the credit card statement.
- Record payroll and tie-out payroll to payroll reports.
- Allocate salaries and related based on salary allocations.
- Determine if any other journal entries are needed to close the month.
- Provide monthly financial statements (statement of financial position,

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3. Discuss what the agency can expect in terms of your availability and timely delivery.

4. Identify the lead CPA and in-charge accountant (or similar titles in your organization) who will be assigned to our agency if your firm is the successful proposal.

5. Identify any other individuals within your firm that will work with agency staff and provide their background and expertise as it relates to not for profit organizations with a variety of state and federal funding streams.

6. Provide your monthly billing rate for the services outlined in this proposal. If accounting services are requested beyond this proposal, what is your fee for additional services per hour, week, month, etc.

7. Include any additional incidental costs you anticipate if applicable.

8. Provide the names and primary contact of other similarly sized not-for-profit clients for which you provide similar accounting services.

9. Describe your expectations regarding a contractual period, monthly, yearly, etc.



Name of Submitting Firm _____

Physical & Mailing
Address _____

Primary Contact Name and Phone Number _____

Evaluation of Proposals

Proposals will be evaluated. Potential accounting firms may be asked to provide additional information and/or be asked to participate in an interview process.

Should you choose to respond to this request, please do so by **December 17, 2021** by submitting responses to info@gatewaycaa.org

This RFP is open until the services are filled

