



Request for Proposal Nonprofit Bookkeeping/Accounting Services

I. Statement of Purpose

Neighborhood Resource Center, a 501(c)(3) nonprofit organization in Richmond, VA seeks proposals for contracted accounting services. All applicants must have relevant nonprofit experience, particularly accounting for organizations receiving project funding.

II. Statement of Purpose

NRC Fulton is a 501(c)3 non-profit educational, cultural and nutrition center in Richmond, Virginia's east end. Our mission is to build relationships, share resources, and develop skills to enhance lives in Greater Fulton.

As NRC Fulton's program services have grown, its bookkeeping and accounting needs have become more complex. The nonprofit is funded primarily by grants.

Timely reconciliation of monthly financials is of the utmost importance to ensure steady cash flow and management decisions by the Board and Executive Director.

III. Statement of Purpose

The firm selected will be responsible for providing the following services:

Bookkeeping Services

- Verify costs by program and/or grant designation
- Follow the established Cost Allocation Plan
- Collaboratively work Executive Director to generate data for grant reports
- Process payroll virtually, typically only for the Executive Director's pay).
- Follow Accrual Accounting method for maintaining the books

- Reconcile bank and balance sheet accounts as well as paid invoices monthly
- Monitor release of restricted funds
- Collaborate with management to establish efficient processes while ensuring compliance

Financial Reporting

- Prepare monthly statements of Income & Expense, Balance Sheet, Budget to Actual Summary and Detail or other reports as necessary
- Prepare capital campaign tracking reports
- Present financials to Management and Board of Directors on monthly basis

Budget Preparation

- Assist with budgets and allocations for multiple programs and funding sources
- Assist with the preparation and submission of periodic budget amendments to grantors

Audit Preparations

- Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support
- Prepare year end reports, schedules and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns

Reporting Requirements

- Prepare periodic reports as required by Executive Team, Board and funders (e.g., County, State, and private philanthropic organizations)
- Maintain fixed asset inventory and depreciation

V. Term of Contract

Initial contract will be for 1 year with an option to extend the contract for three additional 1-year contract periods.

VI. Cost Proposal

Bidders are requested to submit a project price, including each service and detailed fee schedule. Selected proposers will be paid net 30 monthly with an approved invoice. Any adjustments, additional expenditures, or other service outside of the scope of this proposal must be pre-approved.

VII. Proposal Contents

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

- Section 1: Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for government and restricted funding
- Section 3: Firm's qualifications: Summary of previous similar work for a nonprofit organization; proficiency with accounting software; experience with multi-agency funders
- Section 4: Description of client portal or online interfaces with provider
- Section 5: Attachments:
 - Cost Proposal: Budget and narrative
 - Resumes: For key personnel working on this project
 - Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
 - Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

VIII. Selection Process

Proposals will be reviewed for completeness, proposer experience, and experience with previous similar work, excellent references, and reasonableness of cost proposal. All materials submitted are due by November 15, 2021. Interviews may be requested with select proposers and will be held by November 30, 2021.

IX. Proposal Submission

Questions and completed proposals shall be submitted via email to Breanne Armbrust, Executive Director, breanne@nrccafe.org.