

## **Request for Proposal Nonprofit Bookkeeping/Accounting Services**

### **I. Statement of Purpose**

Ascencia, a 501(c)3 nonprofit organization in Glendale, CA, seeks proposals for contracted bookkeeping, accounting, and CFO services. All applicants must have relevant nonprofit experience, particularly accounting for organizations receiving government funding.

### **II. Statement of Purpose**

Ascencia's mission is to end homelessness in the greater Glendale area, one person, one family at a time. We envision a community where people in need can find safe affordable housing and access resources to become self-sufficient.

Ascencia has provided housing and services to homeless individuals and families since 2006, when it was originally founded as PATH Achieve Glendale. The multi-service center includes transitional housing, permanent supportive housing, street outreach, employment services, substance abuse recovery assistance, benefits advocacy, an onsite health clinic and psychiatric services, as well as an adjacent shelter. The Guest Chef program brings together local volunteers who purchase, cook and serve dinner to shelter residents. Ascencia owns two facilities in Glendale to provide housing and services for the homeless community. It recently completed its first capital campaign with a goal of \$7 million to purchase and create a new, improved facility, add additional units of permanent supportive housing, and enhances services and infrastructure for the organization's longevity.

As Ascencia's program services have grown, its bookkeeping and accounting needs have become more complex. The agency is funded primarily by government contracts through HUD and the City of Glendale, which have strict requirements for compliance, reporting, and internal controls. Timely reconciliation of monthly financials is of the utmost importance to ensure steady cash flow and compliance with the City.

### **III. Statement of Purpose**

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

#### **Bookkeeping Services**

- Accounts Receivable: receive and record revenue as dictated by IRS Guidelines.
- Accounts payable: Make payments to vendors and foster families; prepare annual form 1099 filings
- Maintain costs by program and/or grant designation
- Follow the established Cost Allocation Plan as written in the accounting manual
- Work with Development Department in assisting with Grant Reporting
- Review staff timesheets and proper grant allocation

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- Process and enter Payroll information into accounting system
- Maintain Deposit and Vendor files by Fiscal Year
- Amortize Insurance Policies
- Follow Accrual Accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts
- Monthly reconciliation of payments made for invoicing to the City grantor
- Monitor release of restricted funds
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

#### **Financial Reporting**

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

#### **Budget Preparation**

- Prepare budgets and allocations for multiple programs and funding sources
- Prepare and submit 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 3 one-year contract periods.

### **VI. Cost Proposal**

Bidders are requested to submit a project price, include each service and detailed fee schedule. Selected proposers will be paid net 10 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 Abila/MIP accounting software; experience with multi-agency funders
- Section 4: 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, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers.

## IX. Proposal Submission

Questions and completed proposals shall be submitted via email to Vicken Sosikian, Director of Operations, [vsosikian@AscenciaCA.org](mailto:vsosikian@AscenciaCA.org).

**Complete proposals** are due by 5:00 pm PST on Tuesday, March 1, 2016. **Selected bidder** will be notified in writing by April 1, 2016. **Work will begin** on April 15, 2016.