



LAKE COUNTY BUILD A GENERATION

Building a movement for community health and well-being

Request for Proposals Nonprofit Bookkeeping Services

Summary of Need

Lake County Build a Generation is seeking proposals from individual contractors and/or firms who can provide remote nonprofit bookkeeping services. Qualified candidates will — in addition to relevant credentials — bring a positive attitude, a growth mindset, a passion for nonprofit finance, a commitment to our mission, and a collaborative spirit.

Section I: Overview and Background

Lake County Build a Generation (LCBAG) is a nonprofit building a movement for community health and well-being in Leadville, Colorado. We work with community members on the issues that matter most in our community, such as food, housing, and child care. Our staff are passionate about youth, families, seniors, and the success of our community. In November 2019, Lake County was awarded the Robert Wood Johnson Foundation's Culture of Health award for pursuing innovative ideas and bringing partners together to rally around a shared vision of health-- based, in part, on the work of our agency.

While our organization has been in existence since 1997, we launched as a nonprofit organization on Jan. 1, 2020. Prior to that date, we functioned as part of our local government, and our local public health agency is still our fiscal agent on several grants.

Our most current approved budget is \$1,002,542.31. With the caveat that we are still finalizing our books for 2020 (Jan-Dec), and Q1 of 2021 (Jan-March) our finance highlights include the following:

- Gross annual revenue of \$1,298,421.02 (2020)
- Net revenue of \$125,388.63 (2020)
- Approximately 60 transactions per month on the expense side (2021)
- Approximately 11 transactions per month on the revenue side (2021)
- Average number of invoices per month: 10-15
- Events approximately 3-5 large community events per year (between 75 and 150 people), with many more (2-10) smaller meetings per week. Currently, these are all online, but will likely transition back to in-person events once COVID-19 risk declines.
- Number of employees: 11
- Frequency of payroll: biweekly (note: payroll is run by our PEO (which also handles payroll taxes); however, the bookkeeper would journal all salaries and fringe to the correct donor).
- Number of bank accounts: We have one bank account, but do also receive reports from our fiscal agent regarding revenue and expenses that pass through that agency, and do reconcile these monthly.
- Payment platforms: 1 (Currently PayPal, but transitioning to Stripe)

Lake County Build a Generation is invested in an internal culture that supports all those who work with us--staff, volunteers, and contractors--to work at their potential. We strive to create an environment where people are given the freedom and flexibility to fulfill their obligations with considerations for individual health and personal needs.

We believe:

- **Health is more than health care:** We believe many factors influence our health, including housing, transportation, education, or access to healthy food and physical activity.
- **Inequity is real:** Living a healthy life is more easily accessible for some people than it is for others because of the environment in which they live. For example, Lake County residents have only a few local options to purchase healthy food, creating one more challenge to a healthy diet—and lifelong health.
- **Inequity is systemic:** Shortcomings at the systems-level aren't the fault of any individual—they stem from the distribution of wealth and power that has been perpetuated over decades. Where we live impacts more than just our access to healthy food, it also dictates how much residents pay for basic needs and services. For example, although Lake County residents make about 25% less than the national average, we pay 18% more for food.
- **Change is possible.** We have the ability to change the way we approach health by changing what doesn't work in our community and identifying what does. By engaging a diverse group of Lake County residents in community change, we will ensure that a healthy life is accessible to all Lake County residents, regardless of who they are or how much they make.

Section II: Services Needed

a. One-Time Projects: These projects will not be recurring and should be bid as an hourly rate.

i. Review the 2020 fiscal year (January-December, 2020), correct any identified errors, and support the organization in preparing for (1) a review from an auditing firm and (2) submitting its 990. (The organization has filed for federal and state extensions for the 990.)

ii. Develop a system to move the organization's bookkeeping online. While the organization uses Justworks (for payroll services), online banking, and Quickbooks Online, all "back-up" documentation is currently kept via a paper system.

Note: We are hopeful that the person or firm hired will be able to start soon enough to work on these initial projects first (while our current bookkeeper is still available) and then transition to the work below.

b. Recurring Projects: These projects will recur regularly throughout the year and can be bid as a weekly **or** monthly rate **or** as an hourly rate with an estimated number of hours. We understand that it may be challenging to fully understand the complexity of our bookkeeping from an RFP, and are willing to work with the right person to determine a correct monthly rate (based on time needed) over the first few months. However, we do need an estimate of likely costs that is as accurate as possible.

c. Bookkeeping Services

1. Accounts Receivable:

- a.** Prepare invoices, as needed. Track invoices outstanding to ensure they are paid.
- b.** Receive and record revenue in Quickbooks Online, as dictated by IRS Guidelines.

- c. Ensure revenue is recorded to the correct donor and/or project.
 - d. Communicate with fundraising staff to ensure all donors are appropriately acknowledged.
 - 2. Accounts payable:
 - a. Make payments to vendors.
 - b. Record all expenses in Quickbooks Online (including those paid online, by check, by debit card, or by credit card).
 - c. Collect receipts for all expenses.
 - d. Quarterly, develop an “office supply allocation” to allocate costs for expenses that must be split across grants. The organization typically develops cost allocations based on each grant’s percentage of the total budget.
 - e. Prepare annual form 1099 filings.
 - 3. Set up new donors, sub-donors, projects, classes, and accounts in Quickbooks Online, as needed.
 - 4. Maintain costs by chart of accounts, program (class), and grant designation (donor).
 - 5. Ensure the Internal Controls established by the Board are being followed.
 - 6. Payroll: Use recurring journal entries to split payroll (including taxes and health/retirement benefits) across grants.
 - 7. Monthly reconciliation of bank accounts.
 - 8. Monthly reconciliation with fiscal agent (Lake County) for all grants with a fiscal agent.
 - 9. Monthly reconciliation of all balance sheet accounts.
 - 10. Monthly reconciliation of payments made for invoicing. Provide monthly transaction reports to staff (after the close of each month) so that staff can submit invoices to funders.
 - 11. Monitor quarterly release of restricted funds.
 - 12. Assist in individual grant budget tracking. Track spending on all grants, and work with appropriate staff member to ensure grants are spent down appropriately, per their budgets.
 - 13. Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- ii. Financial Reporting**
- 1. Prepare Budget-to-Actuals Statement, Cash Flow Projections, and Statement of Financial Position reports monthly and present to Executive Director.
 - 2. Prepare Budget-to-Actuals Statement, Cash Flow Projections, and Statement of Financial Position reports in advance of Board meetings (held six times per year). Provide notes in each report, and provide a cover sheet that provides an overview of the organization’s financial activities and position.
 - 3. Answer Board questions on reports.
 - 4. Attend Board meetings (virtually), as needed, to present financial reports.
 - 5. Prepare other periodic reports as needed by the Executive Director, Board, or funders.
- iii. Audit Preparations**

1. Participate in financial audits and reviews conducted by funding agencies, including document preparation and onsite support.
2. Prepare year end reports, schedules and other documents requested by auditor.
3. Provide audit process support as needed; research and resolve issues as they arise.

Section III: Qualifications

Required Qualifications

- At least 3 years of nonprofit bookkeeping experience, including at least three years of experience with Quickbooks Online.
- Experience helping other nonprofits move their bookkeeping to a fully online platform.
- Experience helping other nonprofits finalize year-end bookkeeping and prepare for a review, audit and/or submission of 990.
- Excellent organizational skills; able to manage the scope of work and complete deliverables in a timely manner.
- Self-motivated, collaborative, detail oriented, able to work effectively both within a team and in self-directed situations.
- Strong interpersonal communication skills; able to give and receive feedback.
- Ability to manage multiple projects simultaneously.
- Growth mindset.
- Competency with computers, the Microsoft Office Suite, and G Suite.
- Competency with Zoom and Google Meet.

Preferred Qualifications

- Bilingual (in Spanish and English) and bicultural (in Anglo and Latino communities) considered an asset.

Qualified applicants will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, veteran status, or any other class protected by law. Applicants from diverse backgrounds are strongly encouraged to submit proposals. Lake County Build a Generation is committed to supporting individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please email Katie Baldassar, Executive Director, at katie@lcbag.org.

BACKGROUND CHECK:

A criminal history background check may be conducted on the individuals who will be working on the project. A criminal background will not automatically eliminate such individuals from consideration.

Section IV: Contract

- We seek proposals from firms or individuals who would be a third party contracted by Lake County Build a Generation.
- Initial contract will be for 1 year with an option to extend the contract annually.
- Our current budget for this project is between \$45,000 and \$55,000 annually. However, we are open to discussion about increasing the cost or decreasing the scope of work if applicants think the scope of work above cannot be accomplished for that amount of money.

Section V: Equipment and Systems

- The contractor is expected to use her/his/their own workspace and equipment, including computer, software, and phone.
- Access to Quickbooks Online, GSuite, Justworks, and online banking will be provided.
- Access to a conference call/video call line via Google Meet or Zoom can be provided as needed.

Section VI: Proposal

Proposals must include the following elements, in order. Proposals should only be in MS Word or PDF format. Email all proposals to Katie Baldassar at katie@lcbag.org.

1. Contact Information: Name, organization (if applicable), and contact information.
2. Services Needed: Briefly describe how you will address the services listed in Section II.
3. Experience:
 1. Briefly describe your experience with helping nonprofit organizations move their bookkeeping online.
 2. Briefly describe your experience with providing remote nonprofit bookkeeping.
 3. Briefly describe your experience with reviewing a fiscal year for a nonprofit, correcting any identified errors, and supporting the organization in preparing for a review, audit or 990 submission.
4. Cost: Provide a cost plan for the Services Needed
5. Resume: Resume for relevant staff
6. References: Name, phone number, and email contact information for two to three (2-3) references that can speak to your experience.

Our intent is for the proposal writing and reviewing processes to be expedient and not overly burdensome. Your brevity is appreciated.

Section VII: Proposed Timeline

April 30, 2021:	Proposals due via email to Katie Baldassar, katie@lcbag.org
April 30-May 10, 2021:	Proposals Reviewed; Possible Interviews
May 15, 2021:	Contract Signed
May 15, 2022:	Contract ends; option for renewal

Section VIII: Questions

We are more than happy to answer any questions that will help applicants better respond to the RFP or better understand our organization. If you have questions or need more information, please contact Katie Baldassar, Executive Director, at katie@lcbag.org.