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Description automatically generated**Bookkeeping & Accounting Services**

**Request for Proposals**

**NYSARH is seeking proposals for bookkeeping and accounting services by June 15, 2021.**

**Background:**

Key Dates

Board of Directors authorization: May 24

RFP Released: May 25

Questions due: June 1

Answers provided: June 8

Proposals due: June 15

Interviews held week of: June 21

Executive Committee review: June 28

Notification: June 29

Contract: June 30

The New York State Association for Rural Health (NYSARH) is a not-for-profit, non-partisan, grassroots organization working to preserve and improve the health of the residents of rural New York State. The agency is led by a volunteer Board of Directors.

NYSARH accounts were converted from cash to accrual in 2019. The firm selected will accrue revenue and expenses monthly. The existing books are in QuickBooks on-line. It is our preference to maintain these books and transfer them to the new firm. NYSARH has funds in accounts with Key Bank, which has on-line access available. Currently paper checks are used, but NYSARH is open to an electronic payment system.

NYSARH’s revenue consists of membership dues, corporate sponsorships, several small grants, occasional large grants and some miscellaneous revenue. In previous years the Association’s budget was +/- $100,000/year. Recently NYSARH has received a NYS contract that increased the budget to +/- $800,000/year. NYSARH’s funders require ‘fund accounting’ whereby expenses are allocated to various grants or other funding sources. The ‘class’ function of QuickBooks is used to make these distinctions. The firm selected will continue this practice.

**See Attachments.**

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NYSARH spends most of its money on a Management Services Contract that provides operational staffing for the organization. NYSARH currently has no employees but is hoping to expand. Other expenses include IT licenses, office supplies, travel and training. If NYSARH were to provide in-person conferences and workshops, there would be venue charges.

The firm selected will provide timely financial reports and provide a liaison to participate in monthly Finance Committee meetings to present key information from these reports. This person will also be the liaison with NYSARH’s audit firm. The Bookkeeper will collaborate with the NYSARH Treasurer frequently.

It is estimated that the time needed to provide this service will be 10-20 hours per month. Busier times will be audit [April-June], annual meeting [August-September] and budget development and fiscal year-end [November-January].

**Proposal Format:**

* Overview of firm
* Proposed Scope of Work
* Experience with small nonprofits
* References
* Proposed Price for year one and year two

Attachments: NYSARH One Page

December 2020 Unaudited Financials

2019 Audit

Contacts:

Questions by 6/1 to: Sara@NYSARH,org

Submittals by 6/15 to: Ashleigh@NYSARH.org