

**Request For Proposal:
Accounting / Bookkeeping Services**

The Nebraska State Fair is seeking Proposals for Accounting/Bookkeeping services. Proposal should be for all of the service categories below. If the Proposal is for less than all of the categories, Proposal must clearly notate which services are quoted and which are not and offer compelling reasons for exclusion of said services.
Service Categories are: Accounting and Recordkeeping, Financial Statements, Corporate Tax Compliance, and Special Projects.

RFP Title:	Accounting / Bookkeeping Services
Send Proposals to:	Nebraska State Fair Selection Committee PO BOX 1387 Grand Island, NE 68802 Email: teckstrom@statefair.org
Due Date & Time:	November 16, 2020 at 2:00 PM

The Nebraska State Fair is a 501(c)(5) nonprofit corporation located in Grand Island, NE. The Organization operates within an average annual budget of \$10,000,000 with weekly check runs of approximately thirty checks. SAGE ERP100 accounting system is current financial software in use. The activity is very seasonal with minimal checks processed November through May and peaking in August through October. Payroll processing is not included in the scope of this RFP but for information, the Fair currently employs 12 year-round employees (10 FTE and 2 at ¾ FTE). During the annual Nebraska State Fair and Aksarben (AK) Stock Show, payroll peaks to approximately 400 employees. Integration of payroll into the Sage system is a manual process expected to be performed in the scope of this RFP.

ACCOUNTING AND RECORDKEEPING

Follow accounting policies, principles, and procedures, recordkeeping methods and data maintenance, file structures and file contents, and timeliness of reporting and reporting mechanisms. Make recommendations for improvement to safeguarding of assets, internal controls or efficiency of operation to management. Assist with implementation of proposed changes as directed by management. Services to include Accounts Payable with weekly check runs of approximately thirty checks. A State Fair Staff person will electronically submit accounts payable. Service provider will verify, compile, make general ledger entry and then electronically initiate check printing which physically happens in Fair office. Checks are signed and distributed from the Fair office. The activity is very seasonal with minimal checks processed November through May and peaking in August through October. Occasionally, during the operational times of the annual Fair, checks may need immediate processing including weekend days. Prepare Accounts receivable invoices as submitted by Department Heads. Verify coding of deposits. Record permanent and seasonal payroll and benefits. Perform all General Ledger entries. Perform monthly bank reconciliation for one primary operating account and quarterly for two additional accounts which are essentially holding accounts with minimal activity.

A State Fair Staff Member reconciles four credit card activities and electronically submits for single monthly payment. Accounting and bookkeeping service provider will track receipts and verify credit card expenditures. Assist with budget preparation. Perform financial oversight. Practice timely communication with Staff Leads and Executive Director. Preference is for service to be provided remotely. Participation is expected at weekly half hour Zoom Meetings (may attend in person) to review payables with Staff.

FINANCIAL STATEMENTS

Monthly SAGE Financial statements required include, but are not limited to:

- **Balance Sheet** Current YTD comparing to Prior YTD (NSF - Organization)
- **P/L – YTD Income Statement**, comparing to Prior YTD (NSF - Organization)
- **P/L - YTD Income Statement** comparing to YTD Budget (NSF - Organization)
- **P/L – YTD Income Statement**, comparing to Prior YTD (AK Stock Show only)
- **P/L - YTD Income Statement** comparing to YTD Budget (AK Stock Show only)
- **AP Checks over \$2000.00**
- **YTD Departmental Financials** comparing to YTD Budget (NSF – Organization)
- **YTD Departmental Financials** comparing to Annual Budget (NSF – Organization)

Monthly financial statements are to be prepared for distribution to the Nebraska State Fair Board in advance (preferably five days) of the regular Board Meeting on the 2nd Friday of each month.

Other Financial Statement Services expected to be performed include:

- Cash Flow Analysis and Forecast for the current and future year
- Reconciling Bank Statements
- Recording all income and expenses, deposits, and adjusting entries needed for the month(s)
- Preparing Sales and Lodging Tax Reports
- Preparing Property Tax renditions and updating detail depreciation schedules
- Posting payroll earnings and benefits records from Payroll processor
- Preparation of 1099s
- Posting to the General Ledger
- Posting to other Ledgers as needed
- Working with NSF payroll processing firm
- Working with the NSF Audit Firm to provide information, documentation, and reports requested for preparation of the NSF Annual Audit.
- Assisting with or performing other bookkeeping or accounting services as needed

The above procedures do not constitute an audit, review, or compilation of the financial statements in accordance with the standards established by the American Institute of Certified Public Accountants.

CORPORATE TAX COMPLIANCE

Implement and complete all tax compliance requirements including but not limited to Form 1099 preparation, sales and lodging tax forms and providing assistance of Federal Form 990.

SPECIAL PROJECTS

Assist with various projects of the organization. These can include, but are not limited to other unidentified tax and reporting requirements, month and year end reports and filings, or audits.

Significant assistance with annual budget preparation and incorporation into the Sage Software System.

Internal Control Review: Provide guidance and documents to enhance internal controls and prevention of fraud within the Organization.

Retain Engagement Documentation for a period not to exceed seven years. After which time, all original records in possession at that time will be returned to the Nebraska State Fair, or upon direction, contents of the engagement files are to be destroyed.

FEES

RFP should include proposed fee for services requested and expected payment terms. Include Hourly Rate(s) per an itemized list to be billed for services beyond those defined if requested. In addition, include itemized fees for reimbursement for direct expenses such as production or printing of reports, postage, travel, etc. These fees should not be incurred without prior approval and are to be invoiced when services are rendered and expenses are incurred.

The proposal and fees should be submitted as valid for a minimum of eighteen (18) months. The intent is for a long term mutually beneficial relationship.

A proposal giving consideration for performance of the accounting and bookkeeping services with in-kind full or part exchange for sponsorship and Nebraska State Fair hospitality opportunities would be favorably received.

RFP should include references. Experience with like sized accounts and non-profit accounts preferred. Selection process will include an interview. A contract will be executed with the selected accounting service provider. Time frame goal is to have contract in place no later than mid-December for familiarization of current practices and transition assistance from current bookkeeping, accounting and payroll services providers. Selected accounting and Bookkeeping service provider will not have primary responsibility for 2020 year-end requirements but will be expected to familiarize, advise and assist.

Assumption of responsibility for all service categories will begin January 1, 2021.