



NEBRASKA STATE FAIR

P.O. Box 1387
501 E. Fonner Park Rd. #200
Grand Island, NE 68802

P 308.382.1620
F 308.384.1555
E contact@statefair.org

Request For Proposal: Accounting / Bookkeeping Services

The Nebraska State Fair is a 501(c)(5) nonprofit corporation. The Organization currently employs 12 year-round employees (10 FTE and 2 employee at ¼ FTE). During the annual State Fair and Aksarben Stock Show, the peak our seasonal help at about 500 employees.

The Nebraska State Fair is looking for Proposals for Accounting/Bookkeeping services. Proposals can be for all of the service categories listed below, or for a few. Service Categories of interest are: Accounting and Recordkeeping, Financial Statements, Corporate Tax Compliance, and Special Projects.

RFP Bid Title:	Accounting / Bookkeeping Services
Send Proposals to:	Nebraska State Fair Selection Committee PO BOX 1387 Grand Island, NE 68802 Email: jtrent@statefair.org

Due Date & Time: July 10, 2020 at 5:00pm

ACCOUNTING AND RECORDKEEPING

Follow key accounting policies, principles, and procedures, recordkeeping methods and data maintenance, file structures and file contents, and timeliness of reporting and reporting mechanisms. If recommendations for changes are noted, as they pertain to safeguarding of assets, weaknesses in internal controls, or efficiency, they will be discussed with management. Assist with implementation of proposed changes as directed by management. Services may include Accounts Payable, Payroll, and General Ledger (including monthly bank reconciliation) with an annual budget update.

SAGE accounting system is our current operating system.

FINANCIAL STATEMENTS

In connection with the monthly financial statements, review journal entries, request and or perform specific account analysis, compare budget to actual, provide YTD updated on Budget on monthly schedule, review the assumptions used in expense accruals, revenue recognition, and tax calculations, and perform other procedures as needed. The above work will be done on a timely basis to ensure meeting the timetable for distribution of the financial statements.

CORPORATE TAX COMPLIANCE



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Work and implement tax-planning strategies, to be adopted by management. Implement and complete tax compliance.

SPECIAL PROJECTS

Assist with various projects of the company. These can include, but are not limited to other tax and reporting requirements. Month end and year end reports and filings.

FEES

Statements for services should include an itemized list of all expenses being billed. Rate submitted on Proposal should be valid for 18 months.

For more information, please contact Judy Trent at (308)382-1620 or jtrent@statefair.org