



Agricultural Stewardship Association

February 10, 2024

Request for Proposal for Bookkeeping Services

Agricultural Stewardship Association (ASA) is accepting proposals from bookkeeping service providers. We invite you to submit your proposals by March 15th, 2024 for consideration. A description of our organization and the services needed is included below.

Background of Agricultural Stewardship Association (ASA)

ASA is a 501(c)(3) not for profit land trust operating in New York State within Washington and Rensselaer counties. Annual revenues were approximately \$3.5 million for FY2022-23 and FY2021-22. We currently employ 8 full-time and 1 part-time staff members. ASA's fiscal year-end is March 31st with the goal to have the audited financial statement to the board of directors by mid-July and for the auditors to file the 990 and Char500 by August 15th of each year. We use QuickBooks desktop and are open transitioning to remote delivery of services after establishing protocols to support that (which may take up to one year). Feel free to look at our website agstewardship.org for more information about our organization.

Services to Be Performed

Your proposal is expected to cover the following services:

- Weekly bookkeeping function (estimated 8-12 hours per week) including recording and paying bills, printing checks, and entering payroll in QuickBooks. (Payroll is processed through Paychecks and recorded in QuickBooks).
- Proper filing of paper and electronic records
- Monthly bank reconciliations, investment account roll forward, and monthly close including reconciling, Net Assets, Deferred revenue and promises to give, along with all usual bookkeeping responsibilities.
- Monthly Grant and Project tracking
- Assistance with Annual Budget process
- Year end-close, 1099 preparation and issuance, prepare audit package and have complete and ready for the auditors no later than May 30 each year.

Your Response to This Request for Proposal

In responding to this request, we would like the following information:

1. Provide details of your (or your firm's) experience in providing bookkeeping services to not-for-profit organizations, experience in the not-for-profit land trust sector, associations of a comparable size and grant supported organization.
2. Provide contact information for at least three not for profit organizations you (or your firm) currently serve.
3. Provide information on whether you (or your firm) provide services to any related industry associations or groups.
4. Discuss the commitments you (or your firm) will make to ensure staff continuity on a monthly and annual basis.
5. If applicable, identify the partner, manager, and in-charge accountant who will be assigned to our job if you (or your firm) are successful in your bid and provide biographies, and standard billing rates, and the schedule you would follow (week to week consistency is an important factor)

Proposal Submissions:

Please Direct any proposals, references, or questions via email to:
Reuben Todd, Director of Operations, reuben@agstewardship.org
ASA will evaluate proposals on a qualitative basis.