

BOCS draft proposal 2019 Sep 13

Budget, accounting and financial reports using Quick Books online.

BOCS shall secure a Quick Books online account and maintain monthly services from Quick Books. This may require more than one "entity" account, as determined by operational preferences.

Mentoring of designated staff on the use of Quick Books online.

\$3,000 one-time fee for setup on BOCS chart of accounts and general ledger on Quick Books.

\$24,000 annual fee for ongoing services (payment schedule to be determined).

Requests for additional fiscal services that may arise from time to time. and mutually agreed upon, shall be compensated at the rate of \$95 per hour.

Any on-site services requested and mutually agreed upon shall be compensated at \$1,500 plus \$760 per day for each request.

Items needed to proceed.

Vender list with 1099 designation.

Capital assets spreadsheet.

Bank accounts re: cash accounts on balance sheet.

Components of fund balance.

Current chart of accounts on CSMC system.

Budgeting

Annual and multi-year budgets

Cash flow projections

Budget revisions

Creation of and revisions to annual budget based upon BOCS provided information.

Cash flow projections with monthly updates.

Creation of and revisions to multi-year budgets based upon BOCS provided information.

Financial Statements

Assist with the creation of financial statements available on Quick Books online system.

Accounting

Setup of chart of accounts and general ledger

Journal entries and account maintenance

Bank reconciliation

Assist with bank reconciliation, as needed. BOCS shall provide bank statements and/or access to bank account(s) activity.

Prepare journal entries for payroll activity, based upon information from payroll services provider.

Maintain a schedule of capital assets and accumulated depreciation based upon information provided by BOCS.