

San Simeon Community Services District



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November 14, 2022

Reference: Request for Accounting Services

The San Simeon Community Services District (SSCSD) seeks proposals for accounting services. If your agency would like to submit a proposal please do so by **1 pm Friday December 30**. A three-year contract with the successful bidder will be recommended to the SSCSD Board, please consider this when providing bid pricing

Please provide a proposal to perform the following Scope of Work:
Software platform is QuickBooks.

On a weekly basis duties to include:

- Weekly bank deposit. Checks are scanned using CCX and cash deposits must be physically deposited.
- Update deposit amounts in QuickBooks.

On a monthly basis duties to include*:

- Write checks for signature and payment. Typically 10-20 checks.
- Prepare the Warrant report, Balance Sheet Report, and Monthly Accounting report.
- Reconcile the checking accounts.
- Perform all payroll duties for the Board members.
- Provide monthly management reports which includes:
 - GL entries
 - Balance sheets
 - Profit loss statements for our three enterprise funds

*This information is time sensitive and is needed as part of the monthly Board meeting packets. Board meetings are held the 2nd Tuesday of each month. Requested materials are due no later than the Wednesday before the Board meeting.

On a yearly basis duties to include:

- Prepare a general ledger for the fiscal year end.
- Prepare a trial balance for the fiscal year end.
- Prepare a schedule of revenues and expenses by function for fiscal year end.
- Prepare a general ledger and accounts payable report for the year-end audit.
- Prepare all calendar year-end payroll forms including W-2's and W-3's.
- Prepare all calendar year end vendor totals for reporting 1099's and form 1096
- Prepare quarterly payroll tax returns.
- Ensure District compliance with state and federal payroll tax laws.
- Perform monthly review/audit of general ledger to ensure all accounts balance.
- Work with staff and the auditors on the fiscal year audit. The audit is typically performed in early September.
- On a quarterly basis prepare all federal and state payroll tax returns for the 5 Board members.

The SSCSD reserves the right to request best and final offers from any or all proposers. Information from competing proposers will not be disclosed to other proposers prior to submission of a best and final offer.

This request for proposal (RFP) may be cancelled at any time and any and all proposals may be rejected in part or in whole when the SSCSD determines such action to be in the best interest of the agency.

Attached is a draft version of the San Simeon CSD contract for services. The point of contact is Charles Grace, General Manager, San Simeon CSD (805) 431-6253.

Sincerely,



Charles Grace
General Manager
San Simeon CSD
805 431 6253