

## Montana Abortion Access Program

### Request for Proposals: Non-Profit Bookkeeping Services

Montana Abortion Access Program, formerly the Susan Wicklund Fund, enhances access to safe, compassionate abortion care in our region. Montana has long been a haven for abortion access in our region; but, since the Dobbs decision in June of 2022, we've seen an increase in need for our services. With that growth, our bookkeeping and accounting needs have become more complex.

**We are now accepting proposals for contracted bookkeeping and accounting services as described below.**

<b>Bookkeeping</b>	<ul style="list-style-type: none"><li>• Accounts Receivable: received and record revenue as dictated by IRS Guidelines.</li><li>• Maintain Deposit and Vendor files by Fiscal Year.</li><li>• Follow the Accrual Accounting method for maintaining the books.</li><li>• Monthly reconciliation of bank statements</li><li>• Enter transactions into the accounting system.</li><li>• Maintain supporting documentation to support all transactions.</li></ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"><li>• Budget to Actual Summary and Detail</li><li>• Prepare monthly statements of Income &amp; Expense, Balance Sheet, and other reports as necessary</li><li>• Provide financials to the Board of Directors on a monthly basis.</li></ul>
<b>Audit Preparation</b>	<ul style="list-style-type: none"><li>• Supervise eventual financial audits and reviews.</li><li>• Prepare year end reports, schedules and other documents requested by the Board Treasurer.</li></ul>
<b>Budgeting</b>	<ul style="list-style-type: none"><li>• Provide assistance to the staff with the preparation of an annual Budget.</li><li>• Input the adopted budget into the QuickBooks software</li></ul>
<b>990 Preparation</b>	<ul style="list-style-type: none"><li>• Complete organizational 990 for FY 22-23 in a timely fashion in collaboration with staff and the Board Treasurer</li></ul>

The most competitive applicants will be those that demonstrate:

- a commitment to timely and clear communication
- an attention to detail in all aspects of their work
- a track record of meeting agreed upon deadlines
- experience in building efficient and compliant accounting systems and processes

We understand that firms or individuals may specialize in one or more of the services described above. We are accepting proposals for combined services as well as proposals that focus on one or more of the areas outlined.

**Please submit proposals by Friday, August 11th** via email to our Board Treasurer, Kiah Abbey, at [kiah.abbey@gmail.com](mailto:kiah.abbey@gmail.com) with the following components:

- General Information: Name of Firm (*if applicable*), Contact Person, Contact Phone, Contact Email
- Describe the scope of work
- Describe your approach to communicating with clients
- Describe your approach to and experience in building efficient and compliant accounting systems and processes for nonprofits, especially those with budgets below \$500k
- Proposed budget for the cost of services
- Describe your experience working with nonprofits and provide contact information for at least two non-profit clients for whom you've provided similar services

Please indicate submission in the subject line by naming the email "MAAP Bookkeeping RFP".