

June 18, 2018

REQUEST FOR PROPOSAL

Cobb Travel & Tourism (CT&T) requests a bid from your firm for the audit and preparation of tax returns for three successive years beginning with the fiscal year ending September 30, 2018.

Services required each year:

- Audit Fiscal Year and Financial Statements, and Federal and State tax return preparation
- Preparation of annual personal property tax return to Cobb County
- Maintain and Update Fixed Asset and Depreciation schedules annually
- Begin audit field work no later than November 30th of each year
- Completion of the audit by January 15th of each year
- Presentation to the Cobb Travel & Tourism Board of Directors no later than March 31st of each year
- Completion of the Form 990, Personal Property Tax, and 1099's in accordance with all filing deadlines
- Routine consultation regarding accounting matters, tax regulations, transactions, and basic periodic technical questions

Overview of our accounting records:

The FY2017 audit and tax returns were completed by Mauldin & Jenkins. The Annual Audit Report is presented on an accrual basis; however, CT&T's records are maintained throughout the year on a cash basis. The financial statements are compiled by our Director of Finance and Administration and reviewed by the Board of Directors on a monthly basis. Cash receipt and disbursement documents are in orderly files, easily accessible in one location.

CT&T has three bank accounts: Operating (1) and Money Market accounts (2). Approximately 80% of our funding comes from hotel-motel tax collections, which are disbursed to us on a monthly basis through the Cobb Marietta Coliseum & Exhibit Hall Authority. The other 20% is generated through programs and events produced by CT&T.

CT&T's general ledger contains approximately four (4) summarized bank deposit entries (usually no more than 10 checks per deposit), 40-50 check disbursement entries and 1 to 3 General Journal entries each month. The payroll of 9 employees is processed by an outside payroll service (including direct paycheck deposits, payroll tax deposits and reporting requirements).

We can produce a detailed general ledger and/or ad hoc reports consisting of transaction dates, vendor names, check numbers, dollar amounts, and transaction descriptions. Our records are currently maintained in QuickBooks Online.



TRAVEL & TOURISM

ONE GALLERIA PARKWAY | ATLANTA, GA | 30339 | 800.451.3480 | 678.303.2622 | travelcobb.org

Your proposal:

In your proposal, please include:

- A brief overview of your firm and background information on your proposed audit team
- Non-profit experience and qualifications of the firm as well as individuals, who would be assigned to the audit
- Non-profit references
- Fees for services
- Rates for additional services, if any

Selection criteria:

Our selection process will be based on:

- Value of services (including proposed fees)
- Relevant non-profit (501c6) experience and qualifications

If you would like to submit a proposal, please do so electronically by **July 2, 2018**. My email address is lhorn@travelcobb.org. We plan to award the contract by August 1, 2018. Please feel free to give me a call at (678) 303-2631 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Laura Horn".

Laura Horn
Director of Finance & Administration