May 20, 2021

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, 2021.

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 the second week of November each year
- Completion of the audit by February 1st of each year
- Presentation to the Cobb Travel & Tourism Board of Directors on the fourth Tuesday of March each year
- Completion of the Form 990, Personal Property Tax, and 1099’s in accordance with all filing deadlines
- Proactive recommendations and guidance in regards to government funding or credits available to us in response to a crisis or other qualifying events
- Routine consultation regarding accounting matters, tax regulations, transactions, and basic periodic technical questions

Overview of our accounting records:

The FY2020 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 four bank accounts: Operating (2) and Money Market accounts (2). Approximately 50% of our funding comes from hotel-motel tax collections disbursed to us on a monthly basis through the Cobb Marietta Coliseum & Exhibit Hall Authority; 43% is restricted funding that comes from the $3 hotel fee collected in the Cumberland Special Services District 1 (CSSD1) and disbursed to us on an annual basis through Cobb County Government; and the other 7% is generated through programs and events produced by CT&T. CT&T was also awarded a PPP 1 loan on February 3rd, a PPP 2 loan on March 31st, along with actively collecting Employer Retention Credits each quarter of 2021. The class function within QuickBooks Online is used to keep track of both the CSSD1 and PPP restricted funding.

CT&T’s general ledger contains approximately four (4) summarized bank deposit entries (usually no more than 10 checks per deposit), 40-50 ach/check disbursement entries and 1 to 3 General Journal entries each month. The payroll of 12 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.

**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
- Including a 30 day opt-out clause at any time during the initial term or any renewal term

If you would like to submit a proposal, please do so electronically to operations@travelcobb.org by June 11, 2021. We plan to award the contract by July 27, 2021. Please feel free to give me a call at (678) 303-2631 if you have any questions.

Sincerely,

[Signature]

Laura Horn
Director of Finance & Administration