



REQUEST FOR PROPOSAL FOR Accounting and Finance Services FOR THE CHARTER TOWNSHIP OF ROYAL OAK, MI

The Charter Township of Royal Oak will be accepting proposals from qualified individuals or company for its accounting and financial management services.

Royal Oak Township, population is 2,374 with slightly over \$1 M annual operating budget. Township is governed by 7 Township Board of Trustees that includes elected Township Supervisor, Treasurer and Clerk. Board of Trustees will be seeking to enter a contractual relationship with the successful candidate.

Township will provide office space and the necessary equipment to carry out the required services. Township office hours are M-TH from 9 – 4 p.m. Successful candidate must have extensive working knowledge and experience in BSA financial accounting system and perform majority of the scope of duties on site.

Scope of Services

- Payroll process and reporting or payroll management services, including initiating payroll each pay period, submitting remittances, and recording to the general ledger
- Online document storage (if applicable)
- Monthly accounting
- Bi-weekly bill payments
- Weekly accounts receivable
- Weekly posting of cash receipts
- Semi-monthly payroll journal posting
- Monthly credit card transaction reconciliation and recording
- Monthly bank account reconciliations
- Monthly general ledger maintenance
- Budget Preparation and Monitoring
- Grant budgeting, monitoring, reporting and compliance
- Monthly or as required financial reporting to other governmental agencies including but not limited to Pensions and other post-employment benefits.

- Reconcile and record financial information in the AMS to the general ledger
- Year-end close and audit preparation assistance
- Management response and analysis to annual audit
- General ledger software and implementation (if applicable)
- Tax compliance and advisory services
- Prepare 1099's - Annual Summary and Transmittal of U.S. Information Returns
- Prepare annual federal income tax return Form 990
- Prepare monthly compiled financial statements
- Attendance at Board of Trustee meetings
- Preparation of weekly and bi-weekly payroll checks or direct deposits
- Preparation of federal payroll tax electronic deposit
- Preparation of state income tax withholding remittance or electronic deposit
- Preparation of Quarterly Federal, State, and Township Employee
- Prepare Form 941 – Employers Quarterly Federal Tax Return
- Prepare Form MESC-1020 – Employers Quarterly Michigan Contribution Report
- Prepare Form MESC-1017 – Employers Quarterly Wage Detail
- Prepare annual Comprehensive Annual Financial Report (CAFR)
- Any related tasks for the above specification in order to carry out the business and financial responsibilities of the Township
- Perform other accounting services

Financial Services shall be performed in accordance with: a) Generally Accepted Accounting Standards as set forth by the American Institute of Certified Public Accountants (AICPA); b) The standards for financial audits set forth in the U.S. General Accounting Office’s Government Auditing Standards (as amended) (also known as the Yellow Book); c) The provisions of 2 CFR 200 (if you have federal grant funding); d) The AICPA’s Statements of Standards for Attestation Engagements AT-C Section 205 (Codified Section of AICPA Professional Standards)

Chartered Township of Royal Oak reserves the right to modify the scope/specification of services based on the final agreement of the agreement for these services.

Any interested parties should submit the RFP to Ann Capela, Township Manager, 21131 Garden Lane, 2nd floor, Room 203 Ferndale, MI 48220. For additional inquiry, call (248) 547-9802. [Royal Oak Township \(royaloaktwp.com\)](http://royaloaktwp.com)

All RFP proposals must be received by the end of business day March, 13, 2023. Will accept electronic submissions at: acapela@royaloaktwp.com.