



The Black Archives History & Research Foundation of South Florida, Inc.

at the Black Archives Historic Lyric Theater Cultural Arts Complex

Request for Proposals (RFP): Comprehensive Accounting Services

Issued by:

The Black Archives, History & Research Foundation of South Florida, Inc.

Submission Deadline:

Monday, September 1, 2025

Contact:

Kamila Pritchett, President/CEO

Proposals should be submitted electronically to: kpritchett@bahlt.org

Introduction

The Black Archives, History & Research Foundation of South Florida, Inc. is seeking to engage a qualified external accounting firm to provide comprehensive accounting services for our organization. We are a nonprofit dedicated to preserving and promoting the history and culture of South Florida's Black community. We invite your firm to submit a proposal to fulfill the following scope of work.

Scope of Work

1. Accounts Payable (AP) and Accounts Receivable (AR) Management
 - Oversee and ensure all AP and AR accounts are up to date and current.
 - Input bills (vendor invoices) and customer invoices into the accounting system.
 - Process vendor payments and grant-related invoices.
 - Follow up with late customers/donors as needed to ensure timely collections.
 - Maintain accurate records of all AP and AR transactions.
 - Provide regular aging reports and flag overdue items for management attention.
2. Fixed Asset and Depreciation Schedules
 - Prepare and maintain the Fixed Asset Schedule.
 - Prepare and maintain the Depreciation Schedule.
 - Ensure all asset additions, disposals, and depreciation entries are accurately recorded.
3. Budget Forecasting and Financial Analysis
 - Provide quarterly budget forecasting and financial projections
 - Conduct related financial analysis to support management decision-making.
4. Bank and Account Reconciliations
 - Perform monthly reconciliations for all bank accounts.
 - Ensure all transactions are accurately recorded and discrepancies are promptly resolved.
5. Payroll Support
 - Record payroll transactions and reconcile payroll to filings and reports.
 - Ensure compliance with all payroll-related filings and documentation.
6. Audit Preparation and Support
 - Assist in the preparation for and management of the annual audit process.
 - Coordinate with auditors, provide requested documentation, and address audit inquiries.

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7. Financial Reporting

- Prepare and present financial reports to management and/or the board.
- Reports may include monthly financial statements, budget-to-actual comparisons, and other ad hoc reports as needed.

8. Meetings and Communication

- Meet with Black Archives staff twice monthly to review financial matters, provide updates, and address any questions or concerns.
- Maintain a commitment to accuracy, transparency, and timely communication.
- Present reports alongside management at quarterly board meetings.

9. Deadlines and Deliverables

- Propose a timeline for month-end close, report delivery, and other key deliverables.
- Adhere to agreed-upon deadlines for all outsourced functions.

Proposal Requirements

Please include the following in your proposal:

- A brief overview of your firm's qualifications and relevant experience, particularly with nonprofit organizations.
- Bios of the team members who would be assigned to our account.
- A detailed description of your approach to each of the duties listed in the scope of work.
- Your proposed fee structure (including any hourly rates, retainer fees, or other billing arrangements).
- References from current or recent nonprofit clients.

Submission Instructions

Proposals should be submitted electronically to kpritchett@bahlt.org by Monday, September 1, 2025. If you have any questions or require additional information, please contact Kamila Pritchett at 786-708-4610 or kpritchett@bahlt.org.

We thank you for your consideration and look forward to the possibility of working together to support the financial health and sustainability of our organization.