

Accounting Functions and Records-Questions and Answers

Accounting

Which accounting software does PSW utilize? Quickbooks online

Are the financial records mostly in paper form or are they stored in the cloud? Paper files are maintained, but some documents are in the cloud.

Payroll

Which payroll system does PSW utilize? ADP

Accounts Receivable

How are the requests to create invoices communicated to the finance staff? **Each manager submits a request to pay to the staff accountant**

Who does the drawdowns? For some contracts invoices are prepared by the manager and submitted to the funder. In others, the staff accountant prepares and submits the invoice. **In both cases, the invoice is entered into the proper account by the staff accountant.**

Accounts Payable

What is the approval process before a payment is issued? **An invoice is prepared by the manager and approved by the Executive Director.**

Does PSW utilize any online bill payment or accounts payable system? **Yes**

Are any vendor payments made electronically, rather than by check? **Yes**

Financial Systems and Reports

What bank does the organization currently use? **Middlesex Savings Bank**

The RFP states that “the design of the financial management system must reflect the current needs of PSW and allow for growth in revenue and seasonal fluctuations in volume of transactions.” Is there an existing system in place or will an automated system need to be selected and implemented? If there is a current system in place, what software is being utilized? **Quickbooks Online**

The RFP also states that the CFO will “Update financial management and accounting procedures.” Does PSW currently have a procedural manual in place, or will written policies and procedures need to be drafted, reviewed and approved? **There is a paper policy manual, Accounting Policies and Procedures, that must be modified when there is a change in generally accepted accounting practices or government and non-profit legislation and regulations.**

What are some of the financial reports that PSW currently receives on a monthly basis? **Statement of Activities, Expenses by Accounts, Net Income by Initiatives, Balance Sheet, A/P, A/R, Temp Restricted**

Chief Financial Officer

The RFP states that the CFO will "... oversee the development and implementation of accounting systems ..." What systems other than a financial reporting system are expected to be further developed or newly implemented? **System changes that may be necessary to comply with new accounting requirements and legislation.**

Under the CFO tasks, we see training staff. Could the organization elaborate on this expectation? Would that be on-site? **The CFO must take action to ensure that PSW staff have a basic understanding of the accounting system and financial reporting as they relate to their grants management responsibilities. Training would occur in on-site meetings.**

Audit and Tax

Does PSW currently undergo an annual audit? What about the Uniform Guidance audit? Yes. If the \$750,000 threshold is met, a 133 audit is conducted. **That has not been the case in the last several years.**

Could you provide a copy of the form 990 tax return? Could we have a copy of the Government Audit Opinion and the SEFA (Schedule of Federal Awards)? **See the website, www.pswinc.org for Form 990. Government Audit and SEFA are not required.**

Fees

Is PSW open to fixed fees per month vs. an engagement charged by the hour? **The selection of the financial management firm will be based, in part, on cost effectiveness.**

Staff/Contracted Services

Is there an Executive Director currently? **Yes**

In the RFP you mention that the staff accountant is located at your offices. Is it an option for the staff accountant to perform their duties remotely from our office for a portion of the time? We find that working remotely for at least a portion of the time allows us to be more efficient. Does the staff accountant need to be on site five to seven times per month, or can video call be put in place of that? **The staff accountant and CFO must be on site.**

What firm/individual does PSW utilize for legal counsel? **There have been few occasions when legal services have been required. If they are required, services have been contracted to a legal firm that specializes in the area.**

Revenue/Accounts Receivable

Does the organization anticipate the receipt of another grant or at \$1.1M are we looking at the revenue for the period we are writing the proposal for? **We expect revenue to be stable.**

I'm assuming there is grant revenue to be recognized. Is that the only source of accounts receivable? **Yes**

Will the staff accountant be responsible for the acknowledgment of contributions? **No**

Other

What is the nature of the relationship with the firm QRGGA – auditors or incumbents? **Neither. The managing partner is a Finance Committee member.**

Is PSW open to a firm that is out of state, but able to deliver all on the requested services while also illustrating a successful model utilized in serving other out of state nonprofits? **PSW will entertain proposals from firms outside the area, but the on-site requirements for both the CFO and the staff accountant must be met.**

Does PSW carry general liability, workers compensation and directors and officers insurance? **Yes**

Are there any lease agreements in place for facilities or equipment? **Yes**