

**New York State Women, Inc.**  
**Request for Proposal – Accounting Services**

**Dated:** January 2012

**Deadline for Proposals:** April 15, 2012

**For additional information and questions, please contact:** **Finance Committee Chair Mary Stelley** at [mstelley@aol.com](mailto:mstelley@aol.com), or 716-532-2807

**Please e-mail bid to:** **Mary Stelley** at [mstelley@aol.com](mailto:mstelley@aol.com)

**Proposal submitted by:** \_\_\_\_\_

**Background**

New York State Women Inc. (NYSWI) is a membership organization dedicated to improving the lives of working women. Our Mission is to Build Powerful Women personally, professionally, and politically. NYSWI is requesting bids for services to review statement of financial position, statement of revenues and expenses and changes in net assets for the year end. The financial records are maintained via QuickBooks. The auditing firm must be appropriately certified and meet standards of specified national auditing organization.

**Term**

Contract shall be for three (3) years in duration and either party may terminate with 60 days notice. NYSWI has the right to accept or reject any bid. Contract shall be for Review services for the years ending June 30, 2012 and June 30, 2013 and Audit services for the year ending June 30, 2014.

**Job Specifications:** \_\_\_\_\_ **Cost:** \_\_\_\_\_

1. In accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants, the review for the years ending 2012 and 2013 should consist of:
  - a. Statement of Financial Position of NYS Women, Inc.
  - b. Statement of revenue and expenses
  - c. Changes of net assets
2. Prepare annual 990 return
3. Fee for Review Services (Year ending 2012 and 2013): \$ \_\_\_\_\_
4. Fee for Audit Services (Year ending 2014): \$ \_\_\_\_\_

**Please include your experience with non-profit membership organizations, resume and References.**