

Visit The Woodlands

Request for Proposal-Financial Services

Client Description and Needs:

Visit The Woodlands is the official destination marketing organization for The Woodlands Township and exists to market the destination, serve the visitors, and to achieve a positive economic impact on the region through tourism. Visit The Woodlands is in transition to become completely independent of The Woodlands Township. As currently constructed, the Visit The Woodlands team utilizes all services through The Woodlands Township Finance Department but once independent will need to provide these services either in-house, hire a vendor or a combination of the two. Currently, Visit The Woodlands does not have a dedicated staff member to handle matters regarding financial operations and will need the full support of an outside firm.

Objectives:

Visit The Woodlands staff requests a proposal to provide financial services for a 501 (c) (6) organization with 9 full-time and 1 part-time employees and operates with an annual budget of \$3.1 million.

Background:

The Visit The Woodlands approved 2020 budget and departmental analysis are public records and available via The Woodlands Township website. Visit The Woodlands issues approximately 300 checks annually.

Services needed include but are not limited to:

- All day-to-day accounting functions, including payment of bills, processing of expense reports, posting of deposits, bank reconciliations, and credit card reconciliations
- Preparation of monthly balance sheet reconciliations
- Creation of day-to-day budget management/tracking tools or software for staff needs
- Preparation of financial statements for required meetings
- Preparation for and management of annual audit

Deadline/Process: Proposals should be submitted by Wednesday, March 11, 2020.

Questions should be directed to Executive Director, Elizabeth Eddins via email at

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