

**Cooperative Extension Service**

Franklin County  
101 Lakeview Court  
Frankfort, KY 40601-8750  
(502) 695-9035  
<http://extension.ca.uky.edu>

## **Bookkeeper Personal Contract Solicitation**

### **January 2019**

#### **Solicitation Package Requirements:**

The following are the requirements for Bookkeeping at the Franklin County Extension Service Office (FCES), 101 Lakeview Court, Frankfort, Ky; phone (502) 695-9035; fax (502) 695-9309; email: [kbishop@uky.edu](mailto:kbishop@uky.edu).

Bids must be received in the Extension Office on or before 1:00pm January 31st, 2019. Any bids submitted after that date/time will not be accepted. Faxed or scanned emailed information is acceptable. Bids must contain all requested information, submitted in a legible format, to be considered as a valid bid.

The Bidder shall submit the following information:

1. Cost for hourly rate OR cost for monthly rate to cover specified services.
2. Copy of any company insurance coverage documents; bonds; other such documents.
3. Documentation of company references. Include at least three (3) business references; to include name, address, phone, email, of a contact person for each reference.
4. Business name, business owner, business address, business phone, business email, and contact person for company or individual submitting. Signature of person submitting and responsible for bid.
5. Other requirements as detailed in this request.

#### **Franklin County Extension Information:**

Primary contact- Keenan Bishop, Secondary contact Adam Leonberger, County Extension Agents, 502-695-9035, [kbishop@uky.edu](mailto:kbishop@uky.edu), 101 Lakeview Court, Frankfort, KY, 40601.

A 1099 form is provided to the contractor in January of each calendar year.

Payment for services will be twice a month, on the 15<sup>th</sup> and 30<sup>th</sup> (31<sup>st</sup>) of each month. When these dates fall on Saturday or Sunday, the payment will be issued on the Friday before the weekend dates. When these dates fall on a legal holiday, the payment will be issued the day before the holiday.

Contractor is expected to hold all licenses, insurance coverage, and other coverage as applicable by State law. Contractor shall be bonded.

#### **Contract Parameters:**

The contract established from this Solicitation shall be for the initial period of one (1) year from date of award.

This contract may be extended at the completion of the initial contract period for four (4) additional one-year periods.



## **Services:**

The Franklin County Extension District Board Bookkeeper serves as the official bookkeeper for the Franklin County Extension District Board. This position is offered on a contractual basis.

The Franklin County Extension District Board Bookkeeper requirements and duties:

### **Budget Support**

- Assists with the preparation of annual budget worksheet, memorandum of agreement and schedule of disbursement as directed by the County Fiscal Coordinator.
- Assists with the submitting of budget documents to the District Board, District Office and Department of Local Governments.
- Maintains organized files of all budget documents in QuickBooks Online and hardcopy files. Computer and software will be provided by the district board.
- Other budget management duties as assigned by County Fiscal Coordinator.

### **Cash Handling**

- Prepares receipts and deposits for all funds received in the county office as per policies and procedures.
- Enters all receipts/deposits into office accounting system (QuickBooks Online).
- Maintains organized files of all cash receipts.
- Delivers deposits to local bank as per policies and procedures.
- Reconciles bank statement to office records on a monthly basis in conjunction with board treasurer.
- Other cash management duties as assigned by County Fiscal Coordinator.

### **Procurement & Disbursements**

- Collects payment vouchers and receipts from office employees and reviews to ensure the County Fiscal Coordinator has approved them (no Payroll).
- Enters disbursements into office accounting system as required.
- Prepares checks for designated signees.
- Processes payments for penalty mail as per policies and procedures.
- Maintains organized files for procurement and disbursement documents.
- Other procurement duties as assigned by the County Fiscal Coordinator.

### **Financial Reporting & Audits**

- Prepares monthly financial reports as required by County Fiscal Coordinator.
- Assists with the submission of financial reports as required to District Board, DLG, State Office, etc.
- Assists with coordination of the audit of financial statements as required by KRS.
- Assists with the submission of the audit report to District Board, DLG, State Office, etc.
- Maintains organized files for financial reports and audits.
- Other reporting & audit duties as assigned by the County Fiscal Coordinator.

### **In Addition**

- The Bookkeeper is not to be involved in any decisions of the board and does not have a vote. No family members can serve as a district board member while serving as the Book Keeper.
- Be bonded by the board within 10 days of contract, for 125% of the largest amount that shall be in board accounts at any one time. KRS 164.650(4) The Franklin County Extension District Board will cover the cost of bonding.
- Be in the extension office to make payments and receive deposits once every two weeks on designated day.
- Keep all records confidential, to be shared only with Extension Agents/University and Board members except for designated open records day/time and by written request.
- Prepare and send 1099, tax exempt, and other financial forms as needed.

### **Authorized Expenses:**

The Franklin County Extension District Board will cover the cost of postage, envelopes, check stock, and other necessary supplies.