

Ruby Ranch Homeowner's Association

PO Box 71

Buda, Texas 78610

October 20, 2015 – REQUEST FOR PROPOSAL

PROJECT	Ruby Ranch Bookkeeping Service
LOCATION	Ruby Ranch, Buda TX
BID DATE & TIME	11/9/15
PROJECT START DATE	1/1/16 through 12/31/17
PROJECT CONTACT	Cristi Rawlings, HOA BOD President 512-587-7891

The Ruby Ranch HOA Board of Directors is requesting proposals for the project identified above and as per the attached documents and below project details. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. The RR HOA reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract with obligation to the RR HOA.

ATTACHMENTS. None.

PROJECT. This project consists of ALL bookkeeping duties and services associated with our 324 lot community.

SCOPE OF WORK.

DAILY AND WEEKLY RESPONSIBILITIES

1. Process invoices submitted by HOA Treasurer for payment. Prepare checks for signature by Treasurer or President and enter transactions into original books of entry. No check should be processed without invoice and supporting documentation unless approved by the HOA Board of Directors ("Board").
2. Digitize any member communication received and upload to the secure area of the Association's website. Enter into books of original entry, deposits submitted by the Treasurer or President.
3. Enter adjusting entries as necessary.
4. Distribute mail, other than deposits, title company documents and bills/invoices to the appropriate Board member. Electronically forward any non-recurring invoices to Treasurer for approval prior to generation of payment check. Immediately generate payment checks for recurring bills/invoices and forward to Treasurer. Examples of recurring bills/invoices might be utility and vendor contract payments.
5. Be point of contact for the title companies. Prepare and send out Resale Certificates. Prepare and send out statements of account as needed. Prepare resale certificate invoices as needed. Update member listing when receiving title transfer documents through the Association's mail.
6. Be initial point of contact for member's dues questions via the dues@rubyranchtx.com email. Answer and follow up on simple dues questions as needed, forwarding more complex dues questions to the Board for final resolution.

7. Provide copies of bank account statements and check book entries as requested by any HOA board member.
8. Add new members as provided by Treasurer, usually as a result of home or lot sale.
9. Create PD documents of each invoice paid and deposit for upload to the Association's web server depository.
10. Maintain physical copies of all financial records. Provide as needed to any Board member.
11. Maintain detailed membership listing in Excel format. Provide as needed to the Board and/or the Ruby Ranch Architectural Control Committee.

MONTHLY RESPONSIBILITIES

1. Reconcile bank statements.
2. Prepare following financial reports monthly for HOA Treasurer Review and approval:
 - a. Schedule of Finances by class (in format currently provided on a monthly basis)
 - b. Profit and Loss statement with year to date amounts compared to Annual Budget with Year to Date Variance.
 - c. Balance Sheet of Assets and Liabilities and Equity.
 - d. Copies of prior TWO months of bank account statements checkbook entries.
 - e. Make copies of approved statements for monthly board meeting.
3. Prepare list of past due member dues accounts for Treasurer.

QUARTERLY AND ANNUAL RESPONSIBILITIES

1. Using Excel spreadsheet, update member list with addresses and billing amounts. Provide list to Treasurer for review and approval. Make corrections as necessary as provided by Treasurer. Prepare invoices and mailing list for approval by Treasurer.
2. Enter annual dues billing into accounts receivable by member account. Stuff envelopes and mail annual member dues statements, after Treasurer's approval of mailing list.
3. Prepare Quarterly dues statement for review and approval of Treasurer before mailing.
4. Prepare Annual Financial Statements in the format described in a, b and c under Monthly Responsibilities above, for Treasurer's approval at least 10 days prior to annual meeting.
5. Prepare annual State and Federal tax forms for review and signature of Treasurer. The forms have been but are not limited to 1098, 1099, 1120H and Texas Franchise Tax Report.
6. Provide up to FIVE hours per year for financial review services ("audit" activities).

RESPONSIBILITIES OF RUBY RANCH HOMEOWNER'S ASSOCIATION

1. Copies of basic documents reflecting financial transactions, including check stubs, summaries of cash receipts and sales (cash and charge), bank statements and cancelled checks, listing of accounts receivable and account payable and documentary support of property and equipment transaction-purchases, trades, sales and other dispositions.
2. Information concerning any mortgages or pledge of business assets on business debts, any personal guarantees or debt, leases or other information which affects or may affect the financial position of the Association.
3. Any other financial information necessary for purposes of reflection on accounting records, financial statements and tax returns.

To the extent practical, receivables, payables, prepayments, accruals, earned revenues, and costs and expenses incurred will be reflected on a monthly basis. Depreciation and inventories will be adjusted from time to time as current information for such adjustments is furnished.

RESPONSIBILITY FOR FINANCIAL REPORTS

The bidder will prepare the financial reports as indicated above and such reports will become the responsibility of the Association upon acceptance. Accordingly, the Board of Directors will review carefully upon receipt and will either make changes or adopt at the regularly scheduled monthly meeting.

RESPONSIBILITY FOR RETENTION OF RECORDS

It will be the Association's responsibility to retain and protect such records for possible future use, including possible examination by local, state or federal tax or law enforcement authorities.

MISCELLANEOUS

1. The HOA will pay or reimburse for envelopes, postage and paper supplies as required.
2. Financial transactions will be recorded in Quicken, QuickBooks or other approved accounting software program. Microsoft Excel will be used to maintain the official RRHOA membership list.
3. Monthly invoices under this contract will be generated by the 10th of each month with payment expected within 30 days.
4. Any work performed for the Association not covered by this contract will NOT be billable unless pre-approved.
5. Contract may be terminated by either party after 30 days written notice. All work done prior to termination shall be invoiced and paid in full within 30 days.

BASE BID. Bid is to be broken out as follows:

1. Monthly billing value
2. Potential ancillary services and their value

BID ADD OPTION

1. Physically make Association deposits, noting that most of these deposits are member dues or title company payments.
2. At least every TWO days from January through April and every FOUR days the rest of the year, pick up mail at the Association's P.O. Box.

Requirements & Terms. A W9 and Certificate of Insurance (valid throughout project) for General Liability, Workers Compensation and Automobile Insurance will be required for contracting. All payments for this project will be check. Invoices are anticipated to be paid within 30 days of receipt. **There is no deviation from the requirements and terms.**

Additional charges for covered expenses may be added to the invoice as needed.