

## **GREATER NORTHSIDE MANAGEMENT DISTRICT REQUEST FOR PROPOSAL FOR BOOKKEEPING SERVICES**

Greater Northside Management District (the "District"), a local governmental entity, is soliciting proposals from qualified firms or individuals to provide professional bookkeeping and financial management services. The selected vendor will support the district's financial operations, including accounts payable, accounts receivable, maintaining financial records, preparing monthly financial reports, monthly investment reports, and ensuring regulatory compliance. The Contractor will also be required to provide needed documents for yearly audit. Preference will be given to entities that have experience with bookkeeping for management districts.

The proposal should include the following:

1. Cover Letter introducing the firm, including the name of the entity (the "Entity") proposing to provide bookkeeping services (the "Bookkeeping Services"), and the name and telephone number of the managing principal.
2. The date of formation of the Entity.
3. The name of the person who will attend all meetings of the Board of Directors of the District (the "Board") and the qualifications and Bookkeeping Services experience of such person, please attach resumes and professional certifications.
4. A rate schedule consisting of information regarding the Entity's rates to be charged for performing Bookkeeping Services, including the rates for each position to be assigned to work on District matters, and any additional fees that may be charged by the Entity; and
5. Description of relevant experience, particularly with government or public agencies.
6. A list of references with which the Entity is currently providing, or has provided, Bookkeeping Services, with the name and telephone number of a contact person for each client. (minimum of three).

The bookkeeper's range of services that are expected at minimum, shall include the following:

### **A. Daily Bookkeeping Services**

1. Maintain accurate and up-to-date financial records.
2. Record daily transactions, journal entries, deposits, and disbursements.
3. Maintain account files and supporting documentation.
4. Maintain bank accounts and ensure that funds are available.

### **B. Accounts Payable & Accounts Receivable**

5. Process vendor invoices and maintain vendor files.
6. Prepare and issue checks or initiate electronic payments as authorized.
7. Track incoming payments and issue invoices if applicable.
8. Reconcile accounts payable/receivable balances monthly.
9. Preparation of checks for payment of the District's invoices.

### **C. Financial Reporting**

10. Preparation and presentation of the monthly bookkeeping reports reflecting the details of the District's accounts, the status of the District's investments and the compliance of such investments with the District's current Depository Pledge Agreements, and a budget comparison, including:
  - a. Profit & Loss/ Income Statement
  - b. Balance Sheet
  - c. Cash Flow Statement
  - d. Budget -to-Actual Reports (if applicable)

### **D. Investment Tracking and Advisory Support**

- a. Maintain accurate records of investment accounts and cash balances.
- b. Provide monthly investment summaries and performance details.
- c. Offer recommendations consistent with governmental investment policies (no discretionary authority granted without Board approval).
- d. Serve as District Investment Officer, including taking the required Public Funds Investment Act Training.
- e. Assist with preparation of annual budget and budget amendments, if any.

### **E. Compliance and Regulatory Support**

- a. Ensure compliance with governmental accounting standards and regulations.
- b. Provide support for annual audit preparation and assist auditors as needed.
- c. Assist with grant tracking and reporting requirements if applicable.
- d. Maintain financial records.
- d. Coordination with the Assessment Collector.

## **Minimum Qualifications**

- a. Demonstrated experience providing bookkeeping or financial management for governmental entities, special districts, or non-profit organizations.
- b. Proficiency in government appropriate accounting software.
- c. Familiarity with GASB and other public-sector accounting standards.
- d. Ability to pass background and security checks.

The District will require that the Entity provide and maintain at Entity's expense a Two Hundred Fifty Thousand Dollar (\$250,000) blanket position bond. The District maintains an operating account, a capital account, and an assessment account. Generally, the Board meets the third Wednesday of every month, at noon p.m. at the Lindale Park Civic Center located at 218 Joyce, Houston, Texas 77009. Please note that location and date/time of meeting could change.

## **Submission Instructions**

- **Submission Deadline:** February 20<sup>th</sup>, 2026, at 5:00 p.m.
- **Please note an in-person interview may be required.**
- **Subject Line:** *RFP – Bookkeeping Services – Greater Northside* – emailed/mailed/delivered to:

**615 North Loop E, Suite 104, Houston, Texas 77022 –**  
**[rc.reyna@greaternorthsidedistrict.org](mailto:rc.reyna@greaternorthsidedistrict.org)**

Late proposals will not be accepted.

### **Questions**

Questions or requests for clarification may be submitted to:

**Contact Name: Rebecca C. Reyna**

**Email: [rc.reyna@greaternorthsidedistrict.org](mailto:rc.reyna@greaternorthsidedistrict.org)**

**Phone: 713-229-0900**

Questions must be submitted by February 16<sup>th</sup>, 2026.

### **Reservation of Rights**

The Entity reserves the right to:

- Reject any or all proposals.
- Request additional information or clarification.