

HENNEPIN SCHOOLS
Request for Accounting Support Proposals

HENNEPIN SCHOOLS is searching for financial support services from an experienced service provider to aid in the management of the school budgeting, reporting for the period January 1, 2023 – June 30, 2025.

Qualified firms will be assessed on the areas listed below. Please note the list is not all-inclusive, but represents the bulk of how the proposals will be assessed.

Qualifications:

- Depth of experience with charter school finance & related building companies
- Ability to attend committee and board meetings at least 10 times per year, some onsite
- Fees
 - Base fee and any optional services
 - Must include delivery or pickup of live payroll checks to school on pay dates
- Ability to process payroll in Skyward or other MDE approved system
- Ability to process accounts payable using bill.com

Services Sought:

HENNEPIN SCHOOLS is seeking a quote from your firm for services and fees related to the budgeting, reporting, and accounting services.

Financial Management Services:

- Budgeting – short term & long range forecast
- Monthly financial reporting
- Monthly bank reconciliation
- Lease aid and grant application management
- Grant draws and reconciliation
- Accounts payable and cash receipts
- Board trainings as needed
- Audit and 990 management

Timeline:

Please email the requested proposal with a cover letter responding to the additional questions/requests for information to jhenderson@hennepinschools.org by 4:00 PM, Friday April 28, 2023. A decision will be made by May 31, 2023.

Dr. Julie Henderson, HS Executive Director
c/o Hennepin Schools
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