

Request For Proposals Accounting and Associated Services for Berkeley Park District, Cook County, Illinois

Introduction

The Berkeley Park District is soliciting Proposals from qualified firms to perform accounting and associated services for the District.

Interested firms should reply **no later than 3:00pm on Friday, January 31, 2025.**

Inquiries and Proposals should be directed to:

Chuck Szoke

cszoke98@gmail.com

815-545-4670

Background

The Berkeley Park District (the District) serves approximately 5,000 residents in portions of the Village of Berkeley. The unit of local government operates as an Illinois Special District under 70 ILCS 1205/. The District is governed by an elected five-member Board of Commissioners, with a part-time District Administrator implementing Board policies and managing daily operations.

District Office

1200 Lind Avenue
Berkeley IL 60163

Staff

Currently one part time position. Anticipate three part time positions by the end of FY2025.

Website

www.BerkeleyParkDistrict.com

District Fiscal Year

January 1 – December 31.

FY2025 Tentative Budget

\$ 270,000

TX 2024 Property Tax Levy

\$ 268,942

FY 2025 Tentative Appropriations

Corporate Fund	\$ 657,400
Recreation Program Fund	\$ 243,800
Liability Insurance Fund	\$ 25,000
Purchase Agreement	\$ 25,000
Audit Fund	\$ 4,500
Paving and Lighting Fund	\$ 35,200

The District currently uses one local bank for deposits and disbursements from one checking account. Investment funds are placed in bank Certificates of Deposit, a bank Money Market account, and The Illinois Funds administered by the State of Illinois Treasurer's Office.

Scope of Work

- Maintain a general ledger report for all financial activity.
- Prepare monthly and quarterly reports of income & expenses, with budget to actual calculations, using established line items on a fund-by-fund basis.
- Perform monthly reconciliations of bank/investment accounts.
- Record revenues received by the District.
- Make payments to vendors upon Board approval.
- Prepare payroll for the District, to include calculating and processing of all taxes and deductions to appropriate agencies.
- Prepare and transmit payroll tax returns.
- The Board of Commissioners typically meet monthly on the First Wednesday. Prepare and send a report to the Board no later than the Monday prior to the meeting date with balances, payroll, disbursements, revenue/expense.
- In coordination with the District Administrator, assist in the preparation of the annual Budget.
- In coordination with the District Administrator and District Attorney, assist in the preparation of the annual Budget and Appropriation Ordinance, and the preparation of the annual Real Estate Property Tax Levy Ordinance to include the calculation of levy amounts under the Truth in Taxation Act.
- Complete all local, state and federal financial reporting requirements and returns.
- Attend up to four (4) monthly meetings of the Board of Commissioners, or Board workshop meetings, annually.
- Make recommendations for internal controls to ensure that proper controls exist to safeguard the assets of the District.
- Preparation of an annual Financial Report in lieu of an audit (50 ILCS 310/3) will be by others.

Proposal Requirements

- Title Page
- Cover Letter
- Firm qualifications and approach to services
- Identification, qualifications and experience of all personnel to be assigned engagement
- References and contact names for comparable local government clients
- Sample reports representative of what the District is seeking
- Monthly Fee for services; initial one-time set-up fee if needed
- With a Notice to Proceed date no later than February 14, 2025, an anticipated schedule to begin work with the District

Proposals should be received no later than 3:00pm on Friday, January 31, 2025 to cszoke98@gmail.com

Evaluation of Proposals

The District will consider these factors when evaluating proposals received.

- Responsiveness to the Request for Proposals
- Qualifications of Firm
- Qualifications of Firm personnel to be assigned to the engagement
- Demonstrated capability to perform the scope of the engagement
- Fees
- References

Select firms may be asked to meet with the District prior to a final selection.