

---

## **REQUEST FOR PROPOSALS**

The Colusa Glenn Subwatershed Program requests proposals from qualified accountants to conduct accounting services for the nonprofit unincorporated association, pursuant to the California Corporations Code §18000 et seq. The accounting services will be for a period of three years beginning September 1, 2022 through August 31, 2025.

### **Type of Accounting Services**

The accounting services will encompass all necessary accounting services during the term of the agreement. Accounting services shall include: annual billing of approximately 1,750 members, assist in maintaining and updating membership data through the online data management tool, preparing financial reports for approximately three to six Board Meetings and preparing non-profit tax returns each year, as well as some outreach and education services to potential and current members, and working with other Colusa Glenn Subwatershed Program contractors to ensure excellent customer service to members.

### **Period**

The Colusa Glenn Subwatershed Program intends to contract with the qualified accountant beginning September 1, 2022 through August 31, 2025. Annual review each year shall occur for confirmation of continued services.

### **Prior Financial Year**

Approximate 2022 Budget amount:                 \$855,000  
Approximate number of checks per year:             75

The Colusa Glenn Subwatershed Program has no employees. It is currently contracted with Glenn County Resource Conservation District to perform outreach and education/subwatershed coordinator services and technical contractors as needed.

**The deadline for proposals is June 30, 2022 at 4:00 PM**

**Please submit inquiries and proposals to:**  
Glenn County Resource Conservation District  
ATTN: Kandi Manhart  
132 N. Enright Avenue, Suite C  
Willows, California 95988  
**EMAIL:** [kandi@cgsubwatershed.com](mailto:kandi@cgsubwatershed.com)  
**WEBSITE:** [www.cgsubwatershed.com](http://www.cgsubwatershed.com)

If you have questions, please contact Kandi Manhart, Subwatershed Coordinator at (530) 934-8036.