REQUEST FOR PROPOSALS

Accounting Services

Olde Town Covington, Inc.
Due: End of Business Day on October 16, 2026

Olde Town Covington, Inc. is accepting proposals from qualified accounting firms or professionals to provide ongoing accounting and financial management services for the organization. Olde Town Covington is a nonprofit downtown revitalization organization serving Covington, Virginia. The organization manages a variety of funding sources, including local government funding, grants, sponsorships, donations, events, and other program revenues.

Scope of Services

The selected provider will be expected to provide services including:

- Monthly bookkeeping and general ledger maintenance using accounting software
- Monthly reconciliation of bank, credit card, and other financial accounts
- Preparation of monthly financial statements, including Balance Sheet, Profit & Loss, and budget-to-actual reports
- Tracking of grants, restricted funds, programs, and events
- Assistance with year-end financial reporting and adjusting entries
- Support with annual budgeting and financial planning
- Preparation or coordination of Form 990, 941, 1099s, and other required filings, as applicable
- Assistance with maintaining appropriate nonprofit accounting procedures and internal financial controls
- Financial guidance and support to the Treasurer, Executive Director, Finance Committee, and Board of Directors as needed
- Ability to create ACH transactions for direct deposits and/or monthly expenses.

Preferred Qualifications

Respondents should demonstrate:

- Experience in providing accounting services to nonprofit organizations
- Proficiency with their accounting software
- Experience with grant and restricted-fund accounting
- Strong financial reporting and communication skills
- Ability to provide timely, responsive service
- Ability to create ACH transactions for payroll or other expenses.

Proposal Requirements

Proposals should include:

- Firm or individual qualifications and relevant experience
- Description of services proposed
- Identification of the individual(s) who would provide services
- Proposed monthly fee and any additional charges
- Availability and anticipated start date
- Three professional references, preferably from nonprofit clients

Submission

Proposals must be received by end of business day on October 16, 2026.

Please submit proposals electronically to:

Olde Town Covington, Inc.
Attn: Kester Dingus
450 W Main St., Suite 100
Covington, VA 24426
Email: kester@oldetowncovington.com

Questions regarding this request may also be directed to the email address above.

Olde Town Covington, Inc. reserves the right to accept or reject any proposal and to select the provider determined to best meet the needs of the organization. Selection will not necessarily be based solely on the lowest proposed cost.