

# The City of



# Green Park

---

## REQUEST FOR PROPOSALS ACCOUNTANT/FINANCIAL CONSULTANT

February 23, 2024

### **General Information**

The City of Green Park is currently seeking an accountant/financial consultant. This individual or firm will work closely with the Mayor, Board of Aldermen and City Administrator/Clerk to prepare the city's annual budget, budget amendments, the six-month financial statement, monthly financial statements, and audit materials.

The City of Green Park is located in south St. Louis County north of the intersection of Lindbergh Boulevard and Interstate 55. A fourth-class city, Green Park has a population of approximately 2,700. The City has four (4) employees—a full-time city administrator/clerk and deputy city clerk, and two part-time positions. The City contracts for public works services, solid waste removal, and police services.

The City's annual budget is around \$2 million. The City has no business license fees nor levies any property taxes. Instead, the City's revenue is generated through sales taxes.

### **Accounting System**

The City currently uses QuickBooks for its accounting system.

### **General Instructions**

The City of Green Park is requesting proposals from qualified individuals or firms to serve as an accountant/financial consultant. This individual or firm will work closely with the Mayor and City Administrator/Clerk as well as the Board to prepare the City's annual budget, monthly financial statements, semi-annual statements, and audit materials.

During the evaluation process, the City of Green Park reserves the right, where it may serve the City of Green Park's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Green Park, those submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Green Park reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Green Park and the individual/firm.

## Scope of Services

The Accountant/Financial Consultant will perform financial advisory services typical of Treasurer, including but not limited to:

- Monthly
  - Consult with the Mayor and City Administrator/Clerk on preparation of financial statements.
  - Attend Board meetings as requested (the Board meets one time a month).
- Quarterly
  - Review in detail City's financial books and records with the City Administrator/Clerk
  - Prepare and present to Board:
    - Comparative Statements of Revenues Collected and Expenditures Paid.
    - Comparative Statements of Net Position.
- Semi-Annually
  - Prepare for the Board of Aldermen its semi-annual statement of the receipts and expenditures and indebtedness of the city per Section 79.160 RSMo.
- Annually
  - Prepare or assist in the preparation of the City's budget in compliance with [Section 140.040 of the Green Park Code](#), including a budget message.
  - Prepare or assist in the preparation of any necessary amendments to the City's budget.
- As needed, consult with Mayor and/or City Administrator/Clerk regarding:
  - Reconciliation of bank statements.
  - Other treasury matters.
  - Issues, concerns, problems, etc., regarding recording of transactions in QuickBooks.
- As needed, consult with the Board regarding:
  - Strategic investment and best practices.
  - Other matters, as requested.
- Coordinate and supervise the annual audit of City's Financial Statements the City's auditing firm and ensure that the City's certified audited financial reports are filed with the Missouri State Auditor.

## Presentation of Proposals

Proposals shall be provided to the City of Green Park by **March 29, 2024**, before **3:00 p.m.** at Green Park City Hall, 11100 Mueller Road, Suite 5, Green Park, MO 63123. A sealed envelope marked "Accountant/Financial Consultant Proposal" with two (2) copies of your proposal should be received on or before the date and time specified above.

If you desire any additional information or clarification on this proposal request, please contact Mayor Tim Thuston or Interim City Clerk Diane DeLonjay at 314-894-7336, or [ddelonjay@cityofgreenpark.com](mailto:ddelonjay@cityofgreenpark.com).

The City of Green Park reserves the right to reject all proposals submitted and to request additional information. Furthermore, the professional accounting services purchased will be from the firm which, in the opinion of the City, is best qualified to meet the criteria established by the City.

The accounting contract will be awarded for a period of two (2) years, with the City reserving the option to extend the contract by one (1) year, subject to annual appropriation.



**Proposed Rates  
Accountant/Financial Consultant Services  
CITY OF GREEN PARK**

**Name of Firm**

**Submitting RFP:**  
(if applicable)

---

**Name of Person  
Submitting RFP:**

---

**Address:**

---

---

**Telephone Number:**

---

**Email:**

---

**Proposed Compensation (or attach proposal)**

	Person(s) Providing Service	Rate(s)
Year 1		
Year 2		
Optional Year 3		

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**