



TRANSPARENCY INTERNATIONAL | USA

Terms of Reference for Accounting Services

December 21, 2011

I. Scope of Work

TI-USA requires the services of an accounting firm for general accounting services, including financial statement preparation.

The services needed include but are not limited to the following:

- 1) Review current QuickBooks structure.
- 2) Review all transactions from Jan 1, 2011 to current, including attention to accounts payable, accounts receivable, cost allocations and in-kind contributions.
- 3) All accounting tasks for 2012 such as managing invoicing, accounts payable, accounts receivable, payroll, cost allocations for grants, and general ledger. This will also include completing bank reconciliations, monthly closing, and generating the financial reporting package. Our monthly financial reporting package includes statements such as the Trial Balance, the Statement of Financial Position, the Statement of Activities by program, the Statement of Sources and Uses of Funds and the generation of Financial Statements for the 2 restricted grants. While we do not anticipate generating financial statements on a more frequent basis than monthly, we may on occasion, need more frequent reporting.

We assume after the initial work that 2 visits per month are necessary. We may revisit this schedule going forward.

- 4) Engagement with TI-USA management to ensure timely and accurate financial information.
- 5) Preparation for the 2011 audit and as needed going forward.
- 6) Preparation of financial statements for two restricted grants and support for the grant audits.
 - a. The Grant 1 agreement was signed on Jan 21, 2011 and will expire on April 30 2012. This grant requires financial statements to be prepared and submitted to the donor every 6 months (Jan and July) and disbursement reports to be submitted every 3 months. There is a project specific audit required at the end of the grant.
 - b. The Grant 2 is a three year grant and the project was launched on Jan 1, 2011. This grant requires financial statements to be submitted to the

donor twice a year (April and October) and also requires a project audit every October.

- c. In addition to the statements required to be submitted to the donor, please note that our monthly financial reporting package also includes the generation of financial statements for the restricted grants for TI-USA management review.
- d. In the event TI-USA secures additional project grants, the accounting firm will be asked to prepare financial statements and provide general accounting services for those additional grants.

The expected duration of this contract will be twelve months with the possibility of extension.

II. Profile and Qualification Requirements

The accounting firm shall demonstrate at least ten years of experience in non-profit accounting. The proposal should include two references from previous customers for services provided.

The team assigned by the accounting firm to this contract must be proficient in using QuickBooks software and in non-profit accounting. CPA's or those with degrees in accounting are preferred. Resumes of the individuals working on the project shall be attached to the proposal.

III. Background Information about TI-USA

Transparency International-USA, Inc. (TI-USA) is a non-profit organization, incorporated in the Commonwealth of Virginia in 1993 and located in Washington, D.C. TI-USA was organized for the charitable and educational purpose of educating the public, companies and governmental agencies as to the prevalence of corruption and extortion in international business transactions and mobilizing reform efforts. TI-USA encourages the adoption of international business standards of conduct, supports multilateral governmental initiatives to reduce corruption, and works with other chapters to promote reform.

TI-USA's annual budget is approximately \$1.5 million per year. We would be happy to provide our 2010 audited financial statements, and other information on request.

IV. Deadline for Submission

Proposals will be evaluated on a rolling basis. Final date for submission of proposals is **5pm, Eastern time, January 6, 2012**. Please direct questions, requests for further information, and proposals to cdumas@transparency-usa.org.