BACKGROUND

The Regional Coalition of Los Alamos National Laboratory (LANL) Communities (hereafter “RCLC”) was formed by a Joint Powers Agreement on October 13, 2011. The RCLC is comprised of elected and tribal officials from the County of Los Alamos, County of Santa Fe, County of Rio Arriba, County of Taos, City of Santa Fe, City of Espanola, Town of Taos, Pueblo of Jemez, and Ohkay Owingeh Pueblo, and has been deemed a “special district” by the NM Office of the State Auditor (OSA) subject to the Audit Act under the monetary tier levels provided for “local public bodies”.

Los Alamos County has served as the RCLC’s fiscal agent since inception and has processed receipts and disbursements through an agency fund. As a result of a Special Audit of the RCLC by the OSA for the period of July 1, 2014 through June 30, 2018, several recommendations were made relative to its Schedule of Findings and Responses, one of which the RCLC concurred that it would seek third party accounting services.

The RCLC currently falls under the requirements of a Tier 4 engagement with budgeted annual revenues of roughly $200,000. The RCLC has minimal disbursements including an annual subscription, and Executive Director contract that is invoiced monthly, and an annual tier 4 engagement. The RCLC has established three bank accounts consisting of an unrestricted funds business checking and restricted DOE business checking, whereby receipts and disbursements may be deposited into and disbursed from, and a business savings account; solely for RCLC activities and is no longer maintained as an agency fund under its fiscal agent. The RCLC is seeking the following services to be performed:

1. Provide bookkeeping and accounting services for the RCLC in an established accounting system to perform fund accounting and budgeting in accordance with Generally Accepted Accounting Principals (GAAP), Governmental Accounting Standards Board (GASB) requirements, and have financial statements compiled under governmental accounting standards over an adopted fiscal year beginning July 1st and ending June 30th. Such services shall include assisting the RCLC in compliance with any grantor agency or New Mexico Department of Finance and Administration reporting requirements.
2. Perform monthly bank reconciliations of the RCLC bank accounts.
3. Maintain vendor records and perform annual IRS required Form 1099 reporting on behalf of RCLC.
4. Perform the annual billing function on behalf of the RCLC to member entities and/or grantor agencies.
5. Maintain records of all receipts deposited into RCLC accounts, and records of disbursements accounted for to provide all reporting of detailed transactions related to the activity of the RCLC.