



**REQUEST FOR PROPOSAL No. RFP-19-03**  
**ACCOUNTING, BOOKKEEPING, & TAX SERVICES**  
**SCOPE OF WORK**

**A. Overview**

The Guam Preservation Trust is seeking proposals for general bookkeeping, accounting, and payroll services.

**B. Objectives**

1. To provide monthly bookkeeping services
  - a. Enter cash disbursements and cash receipts
  - b. Prepare Journal Entries
  - c. Record transactions in journals
  - d. Prepare general ledger
  - e. Prepare trial balance
  - f. Prepare Quarterly Fixed Asset Depreciation
  - g. General Accounting Advisory Services
2. Monthly recording of Building Permit Transactions  
Reconciling monthly building permits provided by One Stop Center at the Dept. of Public Works
3. Payroll Processing
  - a. Calculating payroll summaries
  - b. Provide payroll liabilities
  - c. Payroll Assistance
  - d. Payroll Tax Assistance

4. Preparation of Financial Statements
  - a. Prepare quarterly financial statements in accordance with accounting principles generally accepted in the United States of America
  - b. Apply accounting and financial reporting expertise to assist in presenting financial statements
  
5. Tax Filing & Preparation
  - a. Prepare & File Quarterly Payroll Tax Return (941SS, W-1, SW-2)
  - b. Prepare & File Annual Payroll Tax Return (W-2GU, W3SS, 1099, 1096)
  - c. Prepare & File Annual Return of Organization (990)
  - d. Prepare & File Guam Annual Information for Tax Exempt with Revenue & Tax (FCN2-2-111)

Resources: Current bookkeeping agreement  
Equilibrium Financial Scope of Work  
Los Angeles Center for Law and Justice  
Non-Profit Housing Association of Northern California