

Responses to Questions Submitted by Potential RFP Respondents--November 7, 2017

For more information, contact: Chris Duggan, Interim Executive Director at cduggan@flaeyc.org

1. How many members to you have and do you invoice them annually?

Our membership number fluctuates over the year. It will range from 1,800 to 2,300.

We do not collect membership dues. The members pay for membership to the national organization- NAEYC and then we are paid a portion of the dues by NAEYC.

2. Approximate number of checks that are paid per month? What are your plans for getting checks signed once they are cut?

The number of checks to be cut range from 8- 15 a month. Payroll is set up as direct deposit and some vendors are paid by credit card. We are working to decrease the use of credit cards for ongoing payments. There currently are 3 people who may sign checks- Board President, Treasurer and Executive Director. Right now, the Executive Director and current Accountant live in the same town so they meet up and the ED can sign checks. If it is a check for the ED, then the check approval must be signed by President or Treasurer (online forms) and then the check must be mailed to either the President or Treasurer for signature and then mailed to the ED.

3. Approximate number of deposits per month?

This number varies throughout the year with the largest amount of checks received occurring the 3 to 4 months ahead our Annual Conference. Normally, the Office Assistant will make deposits at least twice a week. But during the Conference preparation months, this will increase to at least 3 times, depending on the number received each day.

4. What accounting software do you currently use?

QuickBooks Online

5. What payroll software do you currently use?

QuickBooks Online

6. How many invoices need to be generated annually?

This number varies throughout the year with the largest number of invoices processed the 3 to 4 months ahead our Annual Conference. On a monthly basis, the number of invoices would range from 10 to 15. But as we lessen the use of PayPal for invoicing, this number, especially linked to the Conference, may grow closer to 20-25.