



Fee Accountant Request for Proposal

Submission Instructions: please submit your proposal electronically to amgawe@ferndalehousing.com by **SEPTEMBER 1, 2025**. Proposals must list the title 'Fee Accountant/RFP' in the subject line. The contract term will be one (1) year with the option to renew, FHC and client both reserve the right to terminate the contract for cause, with thirty (30) day notice. Proposals should clearly detail fees and anticipated costs.

The Ferndale Housing Commission (FHC) is requesting proposals from qualified firms for a fee account to assist us in maintaining our financial data.

FHC is a SAFMR agency; we own and operate 2 high-rise apartment buildings and 43 single family scattered site homes.

"Autumn House" is a 5-story apartment building built in 1974, located at 500 East Nine Mile Rd in Ferndale, it is comprised of 50 one-bedroom units that measure approximately 500 square feet, and 5 two-bedroom units that measure approximately 615 square feet.

"Withington West" is a 6-story apartment building built in 1982, located at 415 Withington in Ferndale, there are 68 one-bedroom units that are approximately 600 square feet.

Our scattered site homes include 15 two-bedroom single family homes which are approximately 900 square feet, 21 three-bedroom homes, and 7 four-bedroom homes of various styles and sizes. Most of the homes are single family with bungalows and colonials making up the rest. These homes can be measured when they become vacant

Scope of Work / Duties

PUBLIC HOUSING:

- Prepare monthly bank reconciliations
- Maintain investment and insurance registers
- Preparation of monthly financial statements

415 Withington • Ferndale, MI. 48220 • Phone (248) 547-9500 • Fax (248) 547-1137



"Equal Housing Opportunity"

FHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, practices. Please advise us if you require a reasonable accommodation.

- **Fee Accountant Request for Proposal II**

- Conduct interfund reconciliations
- Preparation of TAR/GL reconciliations
- Preparation of Asset Ledger and Depreciation schedules
- Preparation of Year End schedules

CAPITAL FUNDS PROGRAM:

- Preparation of Fund Activity Sheets
- Preparation of monthly financial statements
- Conduct Interfund reconciliation
- Prepare P&E reports

VOUCHER PROGRAM:

- Calculation of Administrative Fees
- Prepare monthly bank reconciliations
- Maintain investment register
- Preparation of monthly financial statements
- Assist with VMS data – reconcile to financials
- Conduct Interfund Reconciliation
- Prepare monthly budget tracking report

TECHNICAL ASSISTANCE:

- Assist with HUD communications
- Operating Subsidy submission
- Submit Year End Statements to HUD-REAC
- Assistance with Financial Audit preparations/submissions
- Assist with Operating Budget preparations

Evaluation Criteria

- Experience.
- Qualifications and certifications of key personnel.
- Ability to meet deadlines and communicate effectively with FHC staff.
- Cost of services.

