

Addendum

**Request for Proposal – Bookkeeper for
Rolla Public Library**

Answers to questions received 4.8.26:

- Are physical checks currently received and deposited by library staff, with the bookkeeper recording and reconciling activity in QuickBooks Online?
 - Right now, the City Finance Department has been handling that and they get most of our bills directly and we drop off checks/cash to them when we have them in the morning. We could arrange whatever works. You could stop by and pick up weekly; we could arrange deposits ourselves. We are very willing to work with you in the most efficient way to do things. Our banks are within walking distance of us. I am open to ideas on those and other details.
- Or is the selected contractor expected to physically handle deposits?
 - I was thinking that our daily received cash/checks (not a lot just funds for fees, fines, non-residency charges, etc.) would be deposited by our staff a few/couple times a week. Open to ideas here.
- If applicable, does the Library utilize remote deposit capture or scanned deposit documentation?
 - I would love to set that up! We don't currently have that. Electronic payment makes so much sense, but the city doesn't allow us to do that. I am very willing to try anything that makes the process more efficient!