

Please send bid proposals to:  
Randy Faul  
1254 NW Brownville St.  
Arcadia, Florida 34266  
Deadline for bids proposals is May 31, 2018.

## **Business Manager Bid Proposal**

This bid proposal is for the Independent Contractor position of Business Manager. The Contractor is responsible for providing business management and support services for FTR as specified in the contract. The services provided by the Contractor shall be performed for the exclusive benefit of FTR. The Contractor's official contact with FTR will be the FTR Executive Committee, with the FTR President as the primary point of contact.

Responsibilities and duties include:

1. All accounting duties will be performed in accordance with Generally Accepted Accounting Principles (GAAP). Accounting records shall be maintained using Quickbooks Online software in accordance with GAAP.
2. Perform all purchases and disbursements as directed by the FTR Executive Committee or FTR Treasurer, or directed and approved by the FTR President.
3. Deposit and record all monies (including, but not limited to, paypal and credit card payments) received by FTR. Invoice all charges and fees imposed by FTR and all sales by FTR.
4. Record and maintain accounting records of all financial transactions entered into by FTR.
5. Maintain a current list of accounts receivable and utilize reasonable efforts to promptly collect all receivables.
6. Provide monthly reports and any additional reports and/or analysis to the Executive Committee as requested.
7. Assist the Executive Committee in preparation of the annual budget.
8. Insure that the IRS Form 990 is completed each year, signed and submitted to the IRS by the deadline.
9. File the annual Florida Corporation Report.
10. File all applicable sales tax quarterly.
11. Administer Membership Records – Process new and renewal memberships. Send out membership packets including the membership cards. Provide the sponsors of all FTR sanctioned events with a current membership list and supplies with which to sign-up new members and any pertinent insurance information as directed by insurance provider.
12. Coordinate with the FTR Executive Committee, the FTR Magazine Editor and other FTR Committees to publicize and market the FTR, its programs, and services to appropriate audiences. Work with other organizations, as appropriate, to establish partnerships that benefit the FTR and its members. Complete sponsorship applications and assist in providing necessary scores for sponsors.

13. General Administrative Tasks – Provide phone support for membership questions and complaints. Update rulebook for all rule and constitutional changes properly approved by the applicable Committee, Board, or General Membership. Publish updated rulebook annually or as directed by the Executive Committee. Maintain records of all correspondence. Check post office box on a regular basis, preferably daily, but not less than twice a week. Arrange for insurance for all sanctioned competition events for which the promoter/club elects to use FTR insurance. Ascertain that all sanctioned events have adequate insurance as specified in the rulebook, with FTR listed as an additional insured, in sufficient time to cancel sanction should proof of insurance not be provided. Maintain adequate supplies of FTR stickers, laminating cards, letterhead, envelopes, FTR arrows and scorecards. Keep the information on the FTR web site up-to-date.
14. For FTR events utilizing the FTR AMA Charter, arrange for insurance and provide the necessary forms for the event. Following the event, ensure that the AMA memberships, Referee report, Injury reports, and all releases are sent in within the timelines established by the AMA. Ensure the scores are sent to AMA from the Electronic Scorekeeper within the AMA timeline.
15. Event invoices and any reimbursements will be reconciled and sent to clubs within two weeks of their event by both email and the U.S.Postal Service.
16. Support the Banquet Committee and other volunteers, as needed. This can include assisting in determining a site for the Banquet, negotiating the contract, ordering trophies and awards, and printing the program.
17. Provide suitable office space to conduct the above services (home office is acceptable).
18. Assist with any duties that are within the scope of any positions of the Executive Committee members per the FTR rulebook as requested by the Executive Committee.
19. Attend all Board of Directors meetings unless directed otherwise by the Executive Committee or President.

FTR will provide the following:

- Postage meter and postage Wireless
- 2 Credit card machines
- Computer
- External Hard Drive for backup
- Laser printer and copier
- QuickBooks Online for maintaining general fund accounting
- Current version of Microsoft Word, Excel, Adobe Acrobat or any software program needed to perform the office duties per EC approval. Membership database
- FTR Cell phone and account for 1 line – currently 352-538-6291
- Storage facility rental – size and location subject to EC approval
- PO Box rental – size and location subject to EC approval
- Laminator
- FTR decals for new and renewal memberships
- Membership card blanks and laminator sheets
- Reimbursement for specific office consumables such as copy paper, letterhead, envelopes, toner and ink, labels, storage boxes, etc...
- Website and off-site hosting