CITY OF SHERBURN, MINNESOTA
REQUEST FOR PROPOSALS
MONTHLY FINANCIAL REPORTING SERVICES

Proposal Deadline: December 2, 2026
Council Review: December 7, 2026
Anticipated Contract Start Date: January 1, 2027

1. PURPOSE

The City of Sherburn, Minnesota, is requesting proposals from qualified accounting firms or individuals to provide monthly financial reporting services beginning January 1, 2027.

The City is seeking a provider to prepare monthly financial statements and reporting packages for use by City staff and the City Council. The City currently utilizes Banyon Data Systems for its financial and accounting records and intends to continue using its existing accounting software.

2. SCOPE OF SERVICES

The selected provider will be responsible for preparing the City's monthly financial reporting package using information maintained in the City's existing Banyon Data Systems accounting software.

The monthly reporting package shall include the following:

Governmental Funds

- Balance Sheet – Governmental Funds.
- Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds.
- Budget and Actual Reporting – General Fund, including annual budget, month-to-date activity, year-to-date activity, and remaining budget percentages.

Proprietary Funds

- Statement of Net Position – Proprietary Funds.
- Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds.

Reports shall include applicable City funds and activities, with appropriate fund-level detail and consolidated totals. The reporting package should be substantially consistent with the format and presentation of the City's existing financial reports.

3. ACCOUNTING SOFTWARE
The City currently utilizes Banyon Data Systems for its municipal accounting software. The selected provider must be able to work with the City's existing Banyon Data Systems accounting software and obtain the necessary financial information to prepare the monthly reports.

The City does not intend to transition to a different accounting platform as part of this agreement. Proposals should identify the firm's experience with Banyon Data Systems and explain how the firm intends to access the City's financial information and prepare the required reports.

4. REPORTING AND DELIVERY
Monthly financial reports shall be completed and delivered electronically to the City Clerk-Treasurer in sufficient time for inclusion in the City Council meeting packet. The provider shall coordinate with the City Clerk-Treasurer regarding reporting schedules, information requests, and report delivery.

5. PROPOSAL REQUIREMENTS
Interested firms or individuals shall submit a proposal containing the following information:

1. Firm or individual name, address, telephone number, and primary contact information.
2. Description of qualifications and experience providing financial reporting services.
3. Experience working with municipal governments and governmental funds.
4. Experience with Banyon Data Systems, if applicable.
5. Description of the proposed process for obtaining financial information and preparing monthly reports.
6. Confirmation that the proposed scope of services can be completed within the City's existing accounting software environment.
7. Proposed fixed monthly fee and total annual cost.
8. Identification of any additional fees, limitations, or services not included in the proposed price.
9. References from other municipal or governmental clients, if available.

6. PRICING
Proposals shall include a fixed monthly fee for preparation of the complete monthly financial reporting package outlined in Section 2. Pricing shall identify fixed monthly service fee, total annual service cost and any additional fees or charges not included in the monthly service fee.

7. CONTRACT TERM
The anticipated contract will begin January 1, 2027, and continue for an initial twelve-month period ending December 31, 2027. Any extension or renewal of services will be subject to mutual agreement and approval by the City.

8. PROPOSAL EVALUATION AND SELECTION
Proposals will be reviewed by the City of Sherburn and presented to the City Council for consideration at its December 7, 2026, meeting.

The City may consider the following factors when evaluating proposals:

- Qualifications and experience.
- Experience with municipal and governmental accounting.
- Familiarity with Banyon Data Systems.
- Ability to provide the required monthly reporting package.
- Proposed pricing and overall value.
- References and availability.

The City reserves the right to reject any or all proposals, request additional information, negotiate the scope of services, and select the proposal determined to be in the best interest of the City.

9. PROPOSAL SUBMISSION
Proposals must be received no later than December 2, 2026.
Proposals may be submitted electronically or delivered to:

City of Sherburn
Attn: City Clerk-Treasurer
21 E. 1st Street
Sherburn, MN 56171

Email: andrea.ballard@cityofsherburn.com

10. ANTICIPATED SCHEDULE

- RFP Issued: November 19, 2026
- Proposals Due: December 2, 2026
- City Council Review and Consideration: December 7, 2026
- Anticipated Contract Start Date: January 1, 2027

The City of Sherburn appreciates your interest in providing financial reporting services to the City.