



**Epiphany Community Health Outreach Services
Bookkeeping/Accounting Services (ACCT1A)
FAQ**

Q: How did I get on this list???

A: ECHOS received this list from another nonprofit. The names were pulled from the City of Houston and Texas Comptroller websites.

Q: Approximately how many reports and transactions per month?

A: 5 Board reports per month, 2 MER reports for government grants per month, and funder reports as needed. We process 60-80 checks per month and make on average 12 deposits per month.

Q: Can you tell us what company had the contract before? What was the last contract amount was for?

A: We do not disclose vendor information or their contract details.

Q: Is there a percentage of the contract that can be used for a subcontractor?

A: We prefer that the work not be subcontracted out.

Q: Do you prefer the meeting with ECHOS staff member to discuss the financial reports, be quarterly or monthly?

A: There will be three meetings a month: one with Executive Director, one with Director of Operations and one Board meeting. Most of these meetings will be virtual.