

SCOPE OF WORK

A

1. We will serve as your full charge accounting department:
 - a. We will receive vendor invoices, key invoices into the accounts payable module of the general ledger, and process checks for payment. We will NOT sign any of your checks.
 - b. We will record your deposits into the general ledger from the deposit detail that you provide to us. We will NOT transport your bank deposits to the bank.
 - c. We will record all financial activities to the QuickBooks general ledger.
 - d. We will maintain your official QuickBooks file using Desktop 2024 version. We can provide a full backup file routinely for you to upload to your online version.
2. Prepare monthly bank reconciliations.
3. Maintain a fully reconciled and audit ready general ledger system and set of accounting records for your municipality.
4. Track payments to independent contractors.
5. Prepare 1099s at year end.
6. Provide support to your external auditors for audit purposes, as necessary.
7. Generate monthly financial reports for the board meetings. Please note that the board reports will be generated on a one-month lag.
8. Provide other accounting, tax or consulting services that may arise.
9. Attend board meetings periodically as needed.
10. Provide financial assistance for budget preparation.

B)

1. We will recreate your accounting records from July 1, 2021, through the current period.
2. Re-creation will include full and complete bank reconciliations and generation of a full general ledger and set of auditable financial statements for each fiscal year end to include June 30, 2022, 2023 and 2024, respectively.
3. We will use Job Codes to differentiate funds. We understand the various funds to be General, Building, Police, Street, Recreation, Court, Bond, and interest and debt.

C)

1. We will assess, develop, document and implement internal control policies, procedures and practices.
2. We will serve as a periodic internal audit source to ensure controls put into place are working. This includes random testing of transactions to ensure controls are in fact implemented and functioning as intended.

D)

1. Certain governmental reports, tax filings, informational returns may be needed from time to time. We can help in these filings as they are identified, and requirements are determined and understood.