

**INTRODUCED BY ALDERMAN \_\_\_\_\_**

BILL NO. 2701

ORDINANCE NO. 2672

**AN ORDINANCE ADOPTING THE BUDGET FOR THE 2024-2025 FISCAL YEAR FOR THE CITY OF BELLEFONTAINE NEIGHBORS, MISSOURI.**

**WHEREAS**, the Mayor, in her capacity as the budget officer of the City of Bellefontaine Neighbors, Missouri (the “City”) has prepared a proposed budget and submitted it to the Board of Aldermen, along with such supporting schedules, exhibits, and other explanatory material as necessary for the proper understanding of the financial needs and position of the City and complete drafts of such orders, motions, resolutions, or ordinances as may be required to authorize the proposed expenditures and produce the revenues necessary to balance the proposed budget; and

**WHEREAS**, the Board of Aldermen, having duly considered the proposed budget submitted by the Mayor now wishes to adopt an annual budget as hereinafter provided, which presents a complete financial plan for the ensuing budget year and to approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget; and

**WHEREAS**, the budget hereinafter adopted and the materials hereinafter referenced meet all requirements of law and include at least the following information:

- (1) A budget message describing the important features of the budget and major changes from the preceding year;
- (2) Estimated revenues to be received from all sources for the budget year, with a comparative statement of actual or estimated revenues for the two years next preceding, itemized by year, fund, and source;
- (3) Proposed expenditures for each department, office, commission, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the two years next preceding, itemized by year, fund, activity, and object;
- (4) The amount required for the payment of interest, amortization, and redemption charges on the debt of the city; and

(5) A general budget summary.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BELLEFONTANE NEIGHBORS, MISSOURI, AS FOLLOWS:**

**Section One.**

The budget of the City of Bellefontaine Neighbors for the fiscal year beginning July 1, 2024 and ending on June 30, 2025 is hereby approved and attached hereto as Exhibit A and incorporated herein by reference.

**Section Two.**

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

**PASSED BY THE BOARD OF ALDERMEN FOR THE CITY OF BELLEFONTAINE NEIGHBORS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
City Clerk

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Dinah L. Tatman, Mayor

Attest:

\_\_\_\_\_  
City Clerk



September 24, 2024

The City of Bellefontaine Neighbors, Missouri  
Mayor Reverend Dinah L. Tatman  
9641 Bellefontaine Road Bellefontaine  
Neighbors, MO 63137

Dear Mayor Reverend Dinah Tatman:

You understand quite well the importance of good financial information. The integrity of the numbers and understanding what the numbers are telling you become invaluable to any organization, especially a community municipality. It sounds like the municipality is transitioning for greater accountability over its financial and accounting matters. We would like to assist you in your efforts. I am providing the following information regarding the scope of services that Davis Associates, CPAs can provide to your municipality.

**Scope of Proposed Services:**

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.

**Fees and Expenses**

1. Refer to Fee Schedule attached.
2. Monthly retainer fee for recurring accounting services to be paid via ACH automatic debit on the last day of each month.
3. All other consulting, audit assistance, tax and budgeting services (not specifically outlined above or on the fee schedule) will be billed at our hourly rate. Examples of such include the following:
  - a. Preparation of the Management Discussion and Analysis section of the financial statements.
  - b. Board meeting attendance, beyond 2 hours per month.
  - c. Internal audits.
  - d. Governmental and tax reporting.

The proposed fees are based on the anticipated volume of activity as determined from our initial review and the cooperation from your staff. These rates will remain in effect for four (4) months, at which time we will review the accounting volume and reserve the right to adjust fees accordingly.

Accounting standards require that we inform you of the following:

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for making all financial records and related information available to us and for the accuracy and completeness of that information; the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United

States of America; designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements; preventing and detecting fraud; identifying and ensuring that the City complies with the laws and regulations applicable to its activities.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled. We will apply Governmental Accounting Standards as applicable.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. We are not performing forensics.

If, for any reason, we are unable to complete the compilations of your financial statements, we will not issue reports on such statements as a result of this engagement.

You are responsible for making all management decisions and performing all management functions and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

### **Skills, Knowledge, and Abilities Required**

We affirm that we possess the knowledge, skills and experience in accounting, financial controls and budgeting. We are experts at recreating and cleaning up accounting records. We are a full-service CPA firm and have been operating for nearly 25 years.

### **Education, Certification, and Experience Required**

We are a Certified Public Accountant (CPA) firm with 2 CPA's on staff and 2 CPA candidates. In addition, our Director of Operations also holds a Certified Internal Auditor (CIA) certification. The majority of our staff have college degrees including Bachelor of Science degrees in Accounting, Economics, Finance, business or related fields.

Darlene M. Davis, CPA, is the engagement partner and is responsible for supervising the engagement, signing the report or authorizing another individual to sign it, and is responsible for the ongoing management of your account. Other members of the firm will be assigned to you for the day-to-day servicing of your account.

### **Confidentiality**

By virtue of this engagement, the parties may have access to information that is confidential to one another ("Confidential Information"). Confidential Information shall mean information, ideas, materials or other subject matter of the parties, whether disclosed orally, in writing or otherwise, that is provided under circumstances reasonably indicating that it is confidential or proprietary. Confidential Information also includes, without limitation, the terms and conditions of the engagement, all business plans, technical information or data, product ideas, methodologies, calculation algorithms and analytical routines; and all personnel, organization, agreements and financial information or materials disclosed or otherwise provided by such party ("Disclosing Party") to the other party ("Receiving Party"). Confidential Information does not include that which (1) is already in a Receiving Party's possession at the time of disclosure to the Disclosing Party, (2) is or becomes part of public knowledge other than as a result of any action or inaction of the Disclosing Party, (3) is obtained by the Receiving Party from an unrelated third party without a duty of confidentiality, (4) is independently developed by the Receiving Party or (5) is a matter of public record. Notwithstanding the foregoing, this engagement shall not prevent the Receiving Party from disclosing Confidential Information of the Disclosing Party to the extent required by a judicial order or other legal obligation, provided that, in such event, the Receiving Party shall promptly notify the Disclosing Party to allow intervention (and shall cooperate with the Disclosing Party) to contest or minimize the scope of the disclosure (including application for a protective order). Upon termination of this engagement, the Receiving Party will immediately return to the Disclosing Party all Confidential Information of the Disclosing Party embodied in tangible (including electronic) form or destroy all such Confidential Information and certify in writing to the Disclosing Party that all such Confidential Information has been destroyed.

### **Severability**

The terms of this engagement shall be severable and if any term of this engagement is deemed unenforceable, then such term shall be enforced to the maximum extent possible under applicable law so as to effect the intent of the parties and the other provisions of this engagement shall continue in full force and effect.

### **Term and Termination**

- a. This engagement shall commence upon the date of execution by both parties. Either party may terminate this engagement at any time upon thirty (30) days advance written notice to the other party.
- b. Either party may terminate this Agreement upon notice to the other party if the other party breaches or is in default of any obligation hereunder, including the failure to make any payment when due, if said default has not been cured within thirty (30) days after receipt of written notice from the non-defaulting party.
- c. In the event of non-appropriation by the City, this engagement shall be terminated immediately.

d. Upon termination of this engagement, Davis Associates shall immediately cease performing any services and the City shall pay Davis Associates any compensation due for services actually rendered. The sections titled "Confidentiality", "Severability" and "Termination" shall survive the termination of this engagement. Termination of this engagement by either party shall not act as a waiver of any breach of this engagement and shall not act as a release of either party from any liability for breach of such party's obligations during this engagement. Neither party shall be liable to the other for damages of any kind solely as a result of terminating this engagement in accordance with its terms, nor shall termination of this engagement by a party be with prejudice to any other right or remedy of such party during this engagement or applicable law.

If the aforementioned is in accordance with your understanding, please indicate by signature below and return promptly to our office. Upon receipt of the signed proposal, we will further outline the process for our services to commence. If you have any questions, feel free to contact me at 314-653-0008. We look forward to building a lasting relationship with you and your municipality.

**Davis Associates**

Signed: \_\_\_\_\_

Name: Darlene M. Davis

Title: CPA

Date: \_\_\_\_\_

9/25/2024

**City of Bellefontaine Neighbors, MO**

Signed: \_\_\_\_\_

Name: Dinah L. Tatman

Title: Mayor

Date: \_\_\_\_\_

Bellefontaine Neighbors  
Fee Structure

**Recreate Financial Records from July 1, 2021 - December 31, 2024**

Approximately 20 Bank Accounts

42 months of reconciliations

840 Bank Reconciliations needed

Clean up and analyze accounting ledger created \$ 25,000

**On going routine full service accounting & reporting**

Receive all invoices for payment process

Prepare Accounts Payable detail for board payment approval

Cut AP checks and process routine ACH payments

Maintain Job costing by fund to create "auditable" financials \$ 50,000

**Internal Control Process Development**

Develop and implement internal control processes

Create internal control procedure documentation

Conduct Internal Audits of specific areas to ensure IC implementation \$ 15,000

**Miscellaneous**

Account for unknown situations we expect to encounter

Prepare various financial reports

Special reporting of findings

Audit assistance & 2 hours of monthly board meeting attendance \$ 10,000

**Total Year 1 fee**

\$ 100,000

<b>Monthly Auto ACH payment</b>	<b>\$ 8,333</b>
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Additional Possible fees

Hourly Consulting Rate (Items billed will be identified before incurred) \$ 200

1099 set up and issuance \$75/\$10 per



## Bellefontaine Neighbors

### Initial Items Needed

1. Bank Statements for ALL bank accounts from June 30, 2021, through current period.
2. Copies of all check registers and invoice support provided to board for check approvals from June 30, 2021, to current.
3. Investment account statements from June 30, 2021, through current period.
4. Credit card statements from June 30, 2021, through current period.
5. Pension investment statements from June 30, 2021, through current period.
6. Fixed Asset listing as of June 30, 2021.
7. List of capital improvements since July 1, 2021.
8. Payroll reports to include Quarterly 941s, MO 941, SUTA and FUTA reports from 2<sup>nd</sup> quarter 201 through current quarter.
9. W-2s issued from 2021, 2022, 2023 include W-3 transmittal.
10. 1099 and 1096 transmittal for contractor payments from 2021, 2022, 2023
11. Loan and debt service statements with annual interest paid statements since June 30, 2021.
12. Copy of Sikich workpapers and authority sent to them to release information.
13. Copy of HWA Alliance of CPA firms, Inc workpapers and authority sent to them to release information.
14. List of routine bills being paid automatically through ACH or electronic transfer.
15. Copy of ALL current utility bills for each utility (Gas, Water, Electric, Sewer, etc.).
16. Online read-only access to the following systems:
  - a. All bank accounts
  - b. Payroll system - Paycom
  - c. Investment system
  - d. Credit card
17. Adjusting journal entries from 6/20/2021 audit.
18. Access to the online QuickBooks file currently being used.

**From:** [Veda Clay](#)  
**To:** [Semmie Ruffin-Hall](#)  
**Cc:** [Dinah Tatman](#); [Reverend Dinah Tatman](#); [dwcoleman@whitecoleman.net](mailto:dwcoleman@whitecoleman.net); ["Dorothy White-Coleman"](#); [smcfarind@whitecoleman.net](mailto:smcfarind@whitecoleman.net)  
**Subject:** RE: CPA-Scope of Work  
**Date:** Wednesday, October 16, 2024 11:54:57 AM

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Good morning,

I apologize for not getting back to you sooner. It was the end of tax season so I was buried in tax returns.

We would have to place at least 2 full time people at your firm to handle the ongoing accounting and to recreate your accounting records for the last 4 years. I believe we could do that for \$150,000 plus we would need an amount for today's monthly financials of \$8,500.00 per month.

I realize \$150,000 might sound like a lot but you really need an accounting department set up and 4 years of accounting completed. This breaks down to only \$37,500 for each year for establishing proper internal controls and accounting policies and procedures.

Thanks,

Veda Clay, CPA  
Clay Financial Services LLC  
10 A Richmond Center Court  
Saint Peters, MO 63376  
(636)387-7600  
[veda@clayfs.com](mailto:veda@clayfs.com)  
*Serving your financial needs!!*

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**From:** Semmie Ruffin-Hall <[SRuffin-Hall@cityofbn.com](mailto:SRuffin-Hall@cityofbn.com)>  
**Sent:** 10/08/2024 4:47 PM  
**To:** Veda Clay <[veda@clayfs.com](mailto:veda@clayfs.com)>  
**Cc:** Dinah Tatman <[DTatman@cityofbn.com](mailto:DTatman@cityofbn.com)>; Reverend Dinah Tatman <[ward1communityfirst@gmail.com](mailto:ward1communityfirst@gmail.com)>; [dwcoleman@whitecoleman.net](mailto:dwcoleman@whitecoleman.net); 'Dorothy White-Coleman' <[whitecoleman@whitecoleman.net](mailto:whitecoleman@whitecoleman.net)>; [smcfarind@whitecoleman.net](mailto:smcfarind@whitecoleman.net)  
**Subject:** CPA-Scope of Work  
**Importance:** High

***Good afternoon Ms. Clay we are looking for a CPA Firm to handle business for our City.***

***I have attached the scope of work we would like done.***

***If any way possible may I have a quote by 2pm on Friday (10/11/2024).***

***Any questions or concerns please let me know.***

***Thanking you in advance,***

***Semmie***

***Mrs. Semmie A. Ruffin-Hall  
Receptionist  
Bellevue Neighbors City Hall  
9641 Bellevue Road  
St. Louis, MO. 63137  
[Sruffin-hall@cityofbn.com](mailto:Sruffin-hall@cityofbn.com)  
(314) 867-0076-Main Line  
(314) 867-1790-Fax***

***"First Do No Harm"***

**Telephone Bid Form**

Date: October 8 2024

Time: 3:30 PM

Calling for city: Bellefontaine Neighbors

Speaking for vendor: Vida Clay

Vendor firm name: Clay Financial Services

(636) 387-7600  
Address: #10<sup>th</sup> Richmond Center Ct.

City, State: St. Peters, Mo. 63376

Specifications on item sought:

*Sent Email with scope of work needed*

Price quoted:

Additional information, charges, delivery details, etc.:

*When all information has been entered,  
seal in an envelope as if a written bid had been submitted.*

Telephone Bid Form

Date: Oct 8, 2024

Time: 3:00 PM

Calling for city: Bellefontaine Neighbors

Speaking for vendor: Jeffrey Randle

Vendor firm name: Randle & Associates LLC CPA

(314) 731-8085

Address: 20 Black Jack Ct.

(314) 324-4145

City, State: Black Jack, Mo. 63033

Specifications on item sought:

Sent Email with  
Scope of Work  
in detail

Price quoted:

Additional information, charges, delivery details, etc.:

When all information has been entered,  
seal in an envelope as if a written bid had been submitted.

**Telephone Bid Form**

Date: October 8, 2024 Time: 4:00 PM

Calling for city: Bellefontaine Hughes

Speaking for vendor: Steve Harris

Vendor firm name: Reuben Brown

(314) 290-3300

Address: 7676 Forsyth #2100

City, State: St Louis, Mo 63105

Specifications on item sought:

Sent Email with Scope of Work

Price quoted:

Additional information, charges, delivery details, etc.:

*When all information has been entered,  
seal in an envelope as if a written bid had been submitted.*