



October 31, 2025

Mr. Mike Reso
Chief Administrative Officer/City Clerk
City of Bay St. Louis

Dear Mr. Reso:

mreso@baystlouis-ms.gov

We appreciate the opportunity to submit the accompanying proposal to provide services to the city of Bay St. Louis.

At your request, Harper, Rains, Knight & Company, P.A. (HRK) is submitting this proposal to update to the City of Bay St. Louis's Financial Manual for current operations and compliance with federal and state regulations.

HRK's team has familiarity with the City's operations and its current financial manual, as we were engaged by Mississippi Development Authority to assist in originally developing the manual. Utilizing this experience, we anticipate some efficiencies in the level of effort required to bring the manual up to date with current policies, procedures, and regulations.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct out-of-pocket expenses. **To provide the most value to the City, we are pleased to offer a discounted hourly rate of \$150 per hour.** We do not expect our level of effort to exceed 160 hours. Additionally, we anticipate performing the majority of the engagement remotely, but should in-person meetings be necessary, we will bill for direct travel time and expenses. As such, our fees will not exceed \$25,000. Should unforeseen circumstances increase our anticipated level of effort, we will discuss with management prior to accruing any additional costs.

We will plan to have the update completed well before April 30, 2026. Our preference would be to conduct the majority of this engagement during December and January, with the final product being delivered soon thereafter.

Certified Public Accountants · Consultants · hrkcpa.com

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We trust you will find the proposal meets your needs and we look forward to the opportunity to provide services to you. We will be pleased to provide any additional information you need regarding this proposal.

Sincerely,

HARPER, RAINS, KNIGHT & COMPANY, P.A.

A handwritten signature in cursive script that reads "Joey Fletcher". The signature is written in black ink and is positioned above the printed name.

Joey Fletcher, CPA, CGFM