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July 20, 2026

Mayor Mike Favre
City of Bay St. Louis
Bay St. Louis, Mississippi

Re: Engagement for Accounting Consulting Services

Dear Mayor Favre,

Thank you for the opportunity to assist the City of Bay St. Louis. This letter confirms my engagement to begin providing accounting consulting services on July 27, 2026, at an hourly billing rate of \$140.00.

Due to the City's current accounting environment, it is not possible at this time to estimate the total number of hours required to complete this engagement. However, I will remain in frequent communication with you throughout the process, providing regular progress reports and updates as work progresses.

Initial priorities will include verifying that all bank reconciliations are complete and current, reviewing financial statements to ensure reported balances agree with supporting schedules and subsidiary records, assisting with budget preparation and any necessary budget amendments, and strengthening accounting procedures to improve the accuracy and reliability of the financial information produced by the Comptroller's Office. A primary objective will be to complete all outstanding audit requirements while preparing the City's records for the current fiscal year's audit.

As work progresses, I will also evaluate office workflow, internal controls, and segregation of duties. When reviewing prior years' accounting records, I will identify unusual transactions requiring clarification and recommend or prepare any necessary reclassification entries.

My approach is to work alongside existing personnel by cross-training staff through practical assignments that expand their accounting and software knowledge. This process encourages questions, builds confidence, and allows staff to perform many of the routine accounting functions, ultimately reducing the City's overall consulting costs while creating a positive, supportive learning environment.

I have over 35 years of experience in accounting and financial consulting, including extensive work with governmental entities and multiple computerized accounting systems. As a lifelong resident of the Mississippi Gulf Coast, I value serving the communities I call home. References are available upon request.

I appreciate the opportunity to be of service to the City of Bay St. Louis and look forward to working with you and your staff.

Respectfully,

