



GOVERNMENT & ERP IMPLEMENTATION SERVICES, LLC

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November 17, 2021

Mr. Joseph Napoli
City Manager
City of Cooper City
9090 SW 50th Place
Cooper City, FL 33328

RE: Year-End and Financial Assistance

Dear Mr. Napoli:

Thank you for the opportunity to provide a proposal to assist the City with the above project. Based on our discussions we will need to assign a couple different levels of staff to assist.

Senior Accountant-

- *Review of all City's Grants*
- *Preparation and review of Grant reimbursements*
- *Preparation of Year-end, quarterly and monthly Grant schedules and reports*
- *Prepare various detailed accounting schedules including journal entries to adjust the general ledger accounts*
- *Prepare account reconciliations of general ledger accounts to sub-ledger accounts*
- *Reconcile the Pooled Cash bank account and recommend adjusting entries*
- *Prepare the recording and reconciling of Fixed Assets*
- *Any other tasks necessary to close the fiscal year 2021*

Supervisor-

- *Review and coordinate the year end close process*
- *Review and coordinate the City's external audit*
- *Assist in the preparation of the City's Comprehensive Annual Financial Report*
- *Supervise, review and assist in the preparation of all audit schedules*
- *Prepare year end entries including compensated absences, accruals, pension etc.*
- *Review and assist with all year-end reports and schedules e.g. AFR, etc.*
- *Prepare Monthly Financial Statements*
- *Review and approval of staff's work and Journal entries*
- *Recommend improvements in policies and procedures to improve efficiency and effectiveness and reduce audit risks*

Below is the all -inclusive hourly Rate for the proposed assigned staff for this project. This rate includes all travel and other related expenses:

Senior Accountants	Hourly Rate \$ 85.00
Supervisor	Hourly Rate \$120.00

Thanks again for the opportunity and I look forward to working with you and the team at Cooper City.

Sincerely,

Barbara Hastings

Barbara Hastings CPA

President

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