

Effingham County, Georgia
Review and Mapping of Operations, Policies, and Procedures of Finance Department
with Recommendations Report
May 8, 2023

This constitutes a proposal tendered Momentum Results, LLC (Momentum) by and through its Principal, Mandi L Cody, to collaborate with JAT Consulting Services (JAT) to jointly provide the services described herein on behalf of Client Effingham County, Georgia.

Project Background:

Effingham County Management (Client) has requested this proposal from JAT Consulting Services and Momentum Results, LLC (jointly “Consultants”) to gain a thorough understanding of the existing structure, organization, and operations of the Effingham County Finance Department. Specifically, Client seeks Consultants to map and evaluate the current business practices of the Finance Department for effectiveness, efficiency, and compliance with best practices as established by generally accepted accounting procedures, the Government Finance Officers Association, and the experiences and expertise of JAT and Momentum.

Effingham County Management intends to use the findings and recommendations of Consultants to implement improvements to business processes, produce a standard operating procedures manual, and adopt financial policies to meet Client’s goals.

Scope of Service and Deliverables:

Momentum will begin by reviewing any existing ordinances, policies, procedures, audits, workload measures and job descriptions provided by the County. Momentum will then come on-site to observe and interview department staff, review documents and observe performance of key business processes and operational tasks. Momentum and JAT will jointly interview County Management and auditors for further insight.

Document reviews, observations and interviews will be used to compile a report documenting current accounting policies and procedures that will answer the “what”, the “who”, the “why”, and the “how” of business practices, operations, and accounting process cycles including Accounts Payable/Purchasing and Cash Disbursements, Accounts Receivable and Cash Receipting to include billing, Payroll, Capital Assets and Property, Investments, Debt, and Reporting including Grant Administration. The Report will be produced by Momentum with contributions and approval by JAT and will include summary mapping of current key processes with recommendations for correction or improvement for compliance with generally accepted best practices in governmental accounting and operations. The report may also make recommendations regarding staffing levels and utilization, restructuring of positions, departmental (re) structuring, and performance management based upon the experience and expertise of Consultants.

Momentum is expected to be on site at least one day per week for ten weeks. On-site time will be coordinated with the performance of significant accounting processes to best observe current practices. Additional on-site time will be scheduled for staff interviews to understand their roles and responsibilities, experiences, training, and challenges. Although the scope does not include software evaluation, the observation and recommendations of staff procedures within, and utilization and knowledge of the software will be included within the Report.

Compensation and Payment:

Our fees for these services will be billed hourly for actual services performed at the conclusion of each month. Services provided by Rachel Bembry, CPA, on behalf of JAT will be billed at \$165 per hour. Services provided by Mandi Cody, JD, AICP, ICMA-CM will be billed at \$165 per hour. It is expected that this scope will require between 100 and 125 billable hours. Reimbursable expenses, including but not limited to travel, will be billed at cost without markup. Should we encounter unusual circumstances that would require us to expand the scope of the engagement, we will discuss this with you before doing the additional work. Our fees are payable upon receipt of our invoice.

Term and Conditions:

1. The period of agreement will commence upon contract execution and continue until completion of agreed upon services.
2. In the event circumstances exist that require services outside the scope, a description of the services/fee will be approved in writing by both parties.
3. Proposal is valid for ninety (90) days from date of submission.
4. It is assumed that all travel and on-site work will be performed by Momentum. JAT will provide its services via remote services.
5. There are no charges for miscellaneous and incidental expenses.

We sincerely appreciate this opportunity to be of service to you.

Accepted this _____ day of _____, 2024.

For JAT Consulting Service, Inc.



Rachel M. Bembry, CPA
Vice President, Government Services

For Momentum Results, LLC



Mandi L Cody, JD, AICP, ICMA-CM
Principal

Wesley Corbitt, Chairman
Effingham County Board of Commissioners

Attested by County Clerk