

Proposal for Professional Accounting Services

Green & Associates, LLC

PO Box 1576
Fort Collins, CO 80522

Green & Associates LLC

Certified Public Accountants & Business Consultants

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About the Firm

Green & Associates, LLC is located in Fort Collins, CO and was established with the primary focus to be in providing accounting and auditing services to not for profits and governmental clients. The firm consists of one CPA and one general accountant. The firm was founded by David Green, CPA who has a strong background in governmental accounting, and auditing.

The firm is a member of the Colorado Society of Certified Public Accountants, the AICPA and the Special Districts Association of Colorado in order to remain current on the areas affecting our clients. Based on the skill level and experience of the staff in place we are confident that we can provide the Town of Garden City with the services requested in the timeframe they are desired.

Quality Control

The firm is committed to the highest level of competency and requires each professional to undergo a minimum of 40 hours of continuing education in audit and accounting annually with at least 24 of those hours in the area of governmental accounting during the reporting period. All professionals associated with the firm are members of the Colorado Society of CPA's and the AICPA. The firm and all professional staff are properly licensed by the Colorado State Board of Accountancy to practice within the state of Colorado.

The firm participates in the AICPA peer review program. During the most recent inspection dated January 13, 2023 the firm received the highest rating possible, a rating of "Pass." The firm carries professional liability insurance which exceeds the amounts required by the Colorado State Board of Accountancy. Neither the firm nor any staff member associated with the firm are under any disciplinary sanctions or investigations by the State Board of Accountancy, and have not been subject to any of the above in the past.

Commitment to Service

The top priority at Green & Associates, LLC, is to provide our clients with the highest level of service and to help them identify and solve the problems facing their organization, enabling them meet or exceed their objectives. This is accomplished through a strict adherence to deadlines and by maintaining clear and open lines of communication to continue to meet the needs of our clients even as their business changes. In the course of carrying out an engagement we generate insights and develop information which results in improved controls and greater efficiencies leading to a higher level of financial reporting for our clients.

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Services and Fee Schedule

We will assist you with various accounting functions, including consultation on recordkeeping, recording of transactions, financial analysis, and periodic adjustments, among others. On a monthly basis we will reconcile all bank accounts and perform monthly closing functions. We will provide you with financial information generated from your accounting software including a profit and loss statement and balance sheet. These will be presented on a cash basis but will not be compiled and are intended to be for management use only.

On a monthly basis the financial statements will be generated and all accounts reconciled. Once the financial statements are completed we will be available to review them with the Town Administrator or the Board of Directors if requested. On an as needed basis we will be available to assist with the submission of grant reimbursements and monitoring. On an annual basis we will assist in the preparation for the annual audit and the preparation of the annual budget. We will also be available for other projects that may arise during the month. These services will be provided through a combination of on-site and remote locations.

We have extensive experience with QuickBooks as well as other accounting software, and with the payroll reporting associated with municipalities, including FPPA. We have developed relationships within FPPA, and DOLA that would enable us to begin operations quickly and provide a smooth transition for the Town, while keeping it in compliance with applicable regulations.

Our fees are based on the time spent on the engagements and are estimated based on our staff's previous experience in the industry, as well as the estimates that were provided by the town staff. Our goal is to help you control your costs and to establish high quality financial reporting in the most efficient manner possible. Our fees for this are outlined below.

Based on our staff's previous experience with similar engagements our proposed fees are \$2,000 per month for the services outlined above. This includes the services of the accountant, as well as services of the CPA to provide support as needed. These fees are estimated based on preliminary discussions with the Town Treasurer and the scope of work outlined in those discussions. If there is further information required or clarification needed, please feel free to reach out to us.