

**Redlands Accounting and Advisory, LLC**  
Your governmental accounting specialists

Proposal to Provide Contracted Financial Management Services  
Huerfano County, Colorado  
Solicitation #2025-02

February 21, 2025

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# Redlands Accounting and Advisory, LLC

Your governmental accounting specialist

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February 21, 2025

Huerfano County, Colorado  
Attention: Carl Young  
[administrator@huerfano.us](mailto:administrator@huerfano.us)

Dear selection committee,

I am writing to express my interest in providing accounting and consulting services for Huerfano County, Colorado, specifically your request for proposal #2025-02 Accounting Services. I am confident that my skills and experience will align well with the needs of the county.

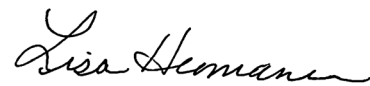
I am a CPA with 20 years of experience providing auditing services to local governments across Colorado, including counties and municipalities. I retired from auditing in June 2023 and opened Redlands Accounting and Advisory, LLC in January 2024. I have two employees in my firm whose resumes are included in this proposal. My expertise includes budgeting, governmental financial accounting reporting, and internal controls. I am committed to ensuring fiscal responsibility and transparency while supporting the county's financial goals.

Enclosed with this letter is my detailed proposal outlining the services the firm provides, my qualifications, and a proposed timeline and fee structure for the engagement. I am confident that my firm's services will bring value to Huerfano County, Colorado and help in achieving effective and efficient financial management.

I am the managing member and founder of the firm, and my contact information is as follows:

Lisa Hemann  
[lisa@redlandsaccounting.com](mailto:lisa@redlandsaccounting.com)  
970-270-2061

Sincerely,



Lisa Hemann, CPA  
Redlands Accounting and Advisory, LLC

## **Experience and Reputation**

Redlands Accounting and Advisory, LLC (the firm) is a CPA firm that opened for business in January 2024 with the intent to bring governmental accounting and reporting expertise to all of Colorado's local governments regardless of their size. I, Lisa Hemann, am the founder and spent 20 years auditing local governments throughout Colorado. Since opening my firm a year ago, I've been providing accounting and advisory services to Colorado's local governments. My firm is dedicated to Colorado's local governments and their unique accounting and reporting requirements. The firm is located in Grand Junction, Colorado and we're willing to work with clients throughout Colorado.

### License to Practice

The firm is a licensed CPA firm properly licensed to practice in Colorado. The firm's license number is FRM.5000713.

### Professional Affiliations

The firm is a member of the American Institute of Certified Public Accountants (AICPA), and the Colorado Society of Certified Public Accountants (COCPA).

### Accounting Software Experience

- Tyler Incode 9
- CIC
- Quickbooks desktop and online

### Services

The services the firm can provide are as follows:

- Monthly bookkeeping services for small local governments.
- Monthly or quarterly financial reporting including budget to actual analysis
- Annual financial statement and footnote preparation in accordance with governmental accounting standards
- Preparation of the annual schedule of expenditures of federal awards in compliance with the requirements of the Uniform Guidance.
- Assistance in preparing for the annual audit and working with the auditors to provide requested information and help ensure a smooth, efficient, and effective process
- Assistance in maintaining a capital asset inventory list and depreciation schedule. We can also assist in performing an annual inventory of the government's capital assets.
- Assistance in completing the annual budget
- Assistance with grants management to ensure that qualified expenditures are made using grant funds and that requests for reimbursement are timely and accurate. This includes grant monitoring to ensure that funds aren't overspent and that matching funds are properly applied.

- Assistance in developing internal control policies and procedures tailored to the size of the local government

### Technical and Leadership Experience

I graduated from Colorado Mesa University (formerly Mesa State College) in 2003 with a Bachelor of Science degree in accounting and have been a Certified Public Accountant since 2005. After graduating from college, I went to work with a local Grand Junction CPA firm as an auditor who specialized in local governments and nonprofit organizations. For the next 20 years I worked as an auditor and from 2013 through June 2023 was an audit principal with the firm. I have worked with governments ranging in size from \$100,000 to \$200 million in annual revenues in my capacity as an auditor. I am a member of the Colorado Society of CPAs, the American Institute of CPAs, the GFOA and the Colorado GFOA. I also participate in the COCPA governmental forum and the COCPA governmental conference planning committee.

I was a partner with Chadwick, Steinkirchner, Davis & Co., P.C. from 2013 – 2023 and was the managing principal during 2020 and 2021. Responsibilities during that time included the following:

- Hiring, evaluating, mentoring and leading firm employees
- Organizing firm board meetings
- Preparing the firm budget in line with the firm's strategic plan
- Working with partners to develop the firm's strategic plan
- Developing the partner compensation plan based on individual partner goals in alignment with the firm's goals

As the firm's director of audit services, I had the following responsibilities:

- Develop and update the firm's system of quality control in compliance with the AICPA's professional standards
- Lead and mentor audit staff and assist them in developing goals in alignment with their professional development and the overarching goals of the department and the firm
- Manage a book of business that included between 80 and 100 governmental audits of varying sizes
- Develop training programs for audit staff
- Monitor continuing professional education for the employees of the firm to ensure compliance with professional requirements of the AICPA
- Keep up to date on auditing standards of the AICPA and the Yellow Book standards as promulgated by the General Accountability Office (GAO)
- Keep up to date on accounting standards issued by the Governmental Accounting Standards Board (GASB)
- Monitor the quality of the firm's audit and attest work
- Organize the firm's peer review process every third year in compliance with professional requirements of the AICPA

In my current role as the founder of Redlands Accounting and Advisory, LLC, I have done the following:

- Evaluate client's accounting structure and internal control policies and procedures to identify any weaknesses and provide advice on ways to address those weaknesses
- Assist in reconciling accounting records to prepare for the annual audit
- Assist in reconciling bank statements and troubleshooting client reconciliations that include errors
- Assistance in troubleshooting the current reconciliation for the Department of Human Services, and proposed entries to properly reconciling the fund with CFMS.
- Assistance with the budget process from meeting with department heads to the final approval of the budget by the BoCC.
- Updating capital asset records and calculating depreciation expense
- Reconciling long-term debt balances including for leases and software agreements in compliance with GASB 87 and 96.
- Preparing financial statements in compliance with generally accepted accounting standards.
- Train staff on specific accounting and reporting tasks
- Budget monitoring throughout the year and assistance in preparing supplemental appropriations for approval by the governing body

#### Engagement Staff

##### **Benjamin Wood (Benji)**

Education:

Master of Accounting, Emporia State University, May 2022

Bachelor's degree, Accounting, Western Governors University, January 2021

Experience:

Benji has three years of experience providing auditing services to local governments and has been with Redlands Accounting and Advisory, LLC since September 2024. He has passed three sections of the CPA exam and is waiting on the results of the last section so that he can apply for his license. His work has been primarily focused on helping a larger client reconcile and clean up their accounting records so that they are able to complete their audit.

##### **Kylee Cox**

Education:

Bachelor of Science, Accounting, Colorado Mesa University, May 2024

Experience:

While attending college Kylee worked for me at my previous firm as an audit intern for 6 months. She then completed a 6-month internship as a bookkeeper and another 6 months in tax with that same firm. In July 2024 she came to work with me at Redlands Accounting and has been helping clients with bank reconciliations, credit card reconciliations, and audit preparation assistance. She is currently studying to take the CPA exam.

We are a growing firm and are preparing to hire an additional employee in the next year to join our team and accommodate our growth.

## References

Current client references:

Rio Blanco County, Colorado  
Vicky Edwards, Administrator  
555 Main Street  
Meeker, CO 81641  
970-878-9431

Custer County, Colorado  
Vernon Roth, Finance Director  
205 S 6<sup>th</sup> Street  
Westcliffe, CO 81252  
719-783-4207

Audit clients:

Marjorie Wickham  
Controller  
Montrose County School District  
930 Colorado Avenue  
Montrose, Colorado 81401  
970-249-7726

Kailey Ranta  
Finance Director  
Town of Telluride, Colorado  
P.O. Box 397  
Telluride, CO 81435  
970-728-2163

Additional references can be provided upon request.



## Understanding and Approach

The following proposed services are based on the services you have requested in your request for proposal and services that we can provide that you can consider using.

If we are selected to help you by the county, we will provide an engagement letter that includes the scope of our services, and our fee for the next year. We can begin onboarding on March 26, 2025 and begin our regular monthly services in April 2025.

### Onboarding

- We will do an interview with county staff and management to determine how financial information is captured and reported throughout the county. We will do this to identify pain points and potential weaknesses so that we can provide feedback on internal control processes.
- We'll review the current financial information for the county and communicate with staff to identify risk areas and to understand the immediate reconciliation needs of the county
- Gain remote access to your accounting software so that we can pull reports and review accounting information. We'll review the county's current financial information including balance sheets and budget to actual reports and communicate with staff to identify risk areas and to understand the immediate reconciliation needs of the county
- Set up Huerfano County with a secure Sharefile folder so that we can exchange information between our firm and your county securely and maintain a repository for information shared between us
- Work with county personnel to develop a monthly and annual workflow so that all of us understand the "what, where, and when" of the services we'll provide. At the end of the onboarding process we should have a calendar of milestones and monthly tasks to be completed.
- Establish the reporting schedule that you would like us to keep, and the reports that should be provided on a regular basis to management and the BoCC.

### Monthly Accounting Assistance

- Gain an understanding of the daily, weekly, monthly and annual workflow in the finance department to allow for continuity and stem disruption
- Work with the county's accounting team to close the county's monthly financial statements to the and review the accountant's work
- Monitor the budget to prevent over-expenditure and identify where supplemental appropriation may be required
- Prepare a monthly financial report for management and the Board of County Commissioners based on their needs
- Review payroll and accounts payable monthly to identify errors
- Provide review of reconciliations performed by county staff or perform reconciliations of the county's balance sheet including the following:
  - Cash reconciliations between the county and the treasurer

- Reconciliations between the county’s department of human services and the State’s CFMS reports.
- Reconciliations of grant revenues and expenditures to help ensure that requests for reimbursements are being completed and that grant receipts and expenditures are properly recorded and reported.
- Daily availability to answer questions and assist with problems as they arise. We can be available via Teams as well as through email and phone calls.

#### Audit Assistance

- Assist in preparing for and completing the 2024 audit and assist with ensuring that the audit report is submitted to the Office of the State Auditor and the Federal Audit Clearinghouse (if applicable)
- Assist in completion and final review of the 2024 audited financial statements and footnotes. We can prepare the financial statements and footnotes for review by the auditors. We can be available to answer questions and assist in providing information to the auditor to help ensure the timely completion of the 2024 audit.
- Assist in reporting the results of the 2024 audit to the Board of County Commissioners.
- Assist the Analyst in preparing the financial statements and footnotes for the year ended December 31, 2024

#### Software Conversion Assistance

- Reconcile account balances to be migrated to the new accounting system to ensure that all accounting information in the new software is accurate, complete and reconciles with the old system
- Assist in updating the chart of accounts based on the chart of accounts used by the Colorado State Controller.

#### Budget Process

- Gain an understanding of the budget process in place at the county
- Work with the county administrator, and the finance staff and department managers to develop a timeline for the 2025 budget process
- Attend budget workshops and/or BoCC meetings either in person or virtually depending on the desires of management and the BoCC
- Support the county administrator in completing the budget process. This can include providing forecasted 2024 final balances and providing accounting help to ensure that the budget numbers make sense for the county including determining available and projected fund balance levels.

## **Fee Proposal**

Our initial onboarding fee is \$6,000 and covers the items included in the onboarding section in the scope of services.

Our monthly subscription fee is based on an estimate of the time it will take to provide the services listed in this proposal spread evenly over the course of the year. If the county has additional needs during the year that fall outside of the scope of our agreement, we will come to a new fee estimate for those services. Our proposed monthly fee for services outlined in this proposal is \$7,500.

Our monthly subscription is good for one year, after which we can coordinate with the county to make sure that our services meet your needs and set a scope of services and fee estimate for the following year.

Our initial engagement will be for one year, but at any time that either Redlands Accounting and Advisory, LLC or Huerfano County, Colorado determines that we need to end our contract, we can do so with 30 days' notice to the other party.