

1970 East Osceola Pkwy, Suite 350 Kissimmee, FL 34743 (352)408-4949 D. Collins (407)301-8650 J. Lorah (352) 357-7412 fax

November 11, 2024

Mr. Sean O'Keefe Town Manager Town of Howey-in-the-Hills P.O. Box 128 Howey-in-the-Hills, Florida 34737

Dear Mr. O'Keefe:

We are pleased to confirm our understanding of the accounting and consulting services we are to provide to the Town of Howey-in-the-Hills, Florida. A description of the services to be provided may be found on the schedule attached to this agreement. Also included is the estimated number of hours and the estimated cost.

This work plan can be modified to meet your specific needs at the time of acceptance of this agreement. Modifications to this work plan can be made at any time to meet the needs of the Town. Acceptance of additional tasks will be at the stated contract rate and are subject to availability of Milestone personnel at the time the request is made.

We will provide you with progress billings throughout the engagement. Our billing cycle runs weekly and invoices are due upon receipt. Invoices will show the work performed, the number of hours, and the rate per hour. A description will be provided for any out-of-pocket expenses.

The engagement will commence once both parties have signed the agreement. We look forward to working with you and your staff. If the agreement meets with your approval, please sign below and return one copy to us and keep one copy for your records.

Milestone Professional Services, Inc.

By: June mal	Date:	11/11/24
Town of Howey-in-the-Hills		
By:	Date:	

## TOWN OF HOWEY-IN-THE-HILLS SCOPE OF SERVICES AND FEE SCHEDULE

Task	Hours	Rate		Task <u>Total</u>			
YEAREND AUDIT ASSISTANCE & FINANCIAL STATEMENT PREPARATION:							
Milestone Professional Services will assist the Town of Howey-in-the-Hills with the following tasks:							
Assistance with preparation of yearend schedules and needed journal entries as discussed with the Finance Supervisor	50	\$	115	\$	5,750		
Preparation of Annual Financial Statements Prepare Town financial statements and LOGER/AFR	<u>80</u> 130		115		9,200 14,950		
				\$	14,950		
Note that this represents a time estimate for the services outlined above. If actual time is anticipated to be greater than this, MPS will discuss that issue with the Finance Supervisor prior to proceeding with additional work. Only actual time incurred will be billed.							
Possible Additional Projects:							
Assistance with GASB 87 update and entries for the third year of the new standard	20	\$	115		2,300		
Assistance with GASB 96 update and entries for the second year of the new standard	20		115		2,300		