



**BLAINE COUNTY  
HOUSING AUTHORITY**

**BOARD MEETING AGENDA MEMO**

Meeting Date:  Staff Member:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- The city's Treasurer requested BCHA engage separate accounting and bookkeeping services for a clear division of roles
- Christy McPherson, CPA is now Blaine County Housing Foundation's CPA and has the capacity and expertise to adequately service BCHA

Financial Impact:

Attachments:

1. Res. 2023-14
2. Engagement Letter for Accounting/Bookkeeping services
- 3.

**RESOLUTION No. 2023-14**

BEFORE THE BOARD OF COMMISSIONERS  
OF THE BLAINE COUNTY HOUSING AUTHORITY  
BLAINE COUNTY, IDAHO

A RESOLUTION OF THE BLAINE COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS  
AUTHORIZING THE ENGAGEMENT OF CHRISTY McPHERSON, CPA, FOR ACCOUNTING/BOOKKEEPING SERVICES

WHEREAS, the City of Ketchum Finance team is familiar with BCHA’s finance needs; and

WHEREAS, the City of Ketchum Finance team recommended separating accounting and bookkeeping services of BCHA for clarity of roles; and

WHEREAS, BCHA executive director supports this recommendation; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Blaine County Housing Authority, Blaine County, Idaho, as follows:

Section 1. The Blaine County Housing Authority Board of Commissioners approves and authorizes the execution of Engagement Letter to engage services of Christy McPherson, CPA on November \_\_, 2023, set forth in Attachment 2, attached and incorporated herein, and directs the Executive Director to proceed with assisting in implementing the scope of work.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023

ATTEST:

BLAINE COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS

\_\_\_\_\_

\_\_\_\_\_

Executive Director

Chair



Christy A. McPherson

CPA

101 E Bullion St Ste 2G

Hailey, ID 83333

208-726-2741 office

208-726-2742 fax

## ENGAGEMENT LETTER FOR ACCOUNTING/BOOKKEEPING SERVICES

Wednesday October 11, 2023

Blaine County Housing Authority

To Whom It May Concern:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom work is done to confirm the following arrangements.

We will provide accounting services from information that you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. The services we will provide are generally as follows: We will use QuickBooks software (**online or Desktop version to be determined**) to prepare your accounting records including entering deposits made by your staff, entering & (possibly) preparing checks or online payments for vendor bills, entering debit card activity and other amounts paid from your bank from information that you will provide, preparing monthly bank reconciliations to ensure accounting records agree with bank activity, and monthly financial statement preparation for management use only (not compiled, reviewed or audited).

Our work in connection with the preparation of your monthly financial statements does not include any procedures designed to discover defalcations and/or irregularities, should any exist.

This engagement does not include any services not specifically stated in this letter. However, we would be pleased to consult with you regarding other matters, such as proposed or completed transactions, and for research in connection with such matters. We will render additional invoices for such services at our standard billing rates.

Our fee for these accounting/bookkeeping services will be based upon the amount of time required at standard billing rates plus fees for out-of-pocket expenses. Our rates for monthly accounting services performed in our office are currently \$89/hour. We offer a 20% discount on all fees for services charged to our Non-Profit clients as our "contribution to the cause". All invoices are due and payable upon presentation. A late payment charge of 1 1/2% per

month will be assessed on any balance that remains unpaid after deduction of current payments, credits, and allowances after 30 days from the date of billing. This is an Annual Percentage Rate of 18%.

This agreement shall remain in force until such time as either party terminates the agreement with 30 days written notice, or a new agreement is signed by all parties.

This agreement shall be governed by all applicable laws of the State of Idaho.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there is other work you would like us to do, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you. Please do not hesitate to contact us if you wish to discuss this engagement letter or any other matters.

Best Regards,

*Christy A McPherson, CPA*

Christy A. McPherson, CPA

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Comments or additional requests:

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