



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 28, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Professional Service Agreement – Accounting Services
Presented by: Town Administrator /Clerk		

Background

Staff received one submittal of three inquiries for accounting services. Maria of Kelly Books LLC is currently assisting in the interim to set up the town finances in Great Plains, assisted by Knaster Group. She is also assisting with Accounts Payable and Accounts Receivable functions and restructuring the budget for 2024.

Her assistance has been vital and once an accounting clerk is hired and established, it is anticipated that accounting services will be reduced from weekly functions to monthly reconciliation and oversight of the monthly financials. It is anticipated to further develop the budget documents and monthly financial data for departments, Board members and public.

This service agreement is a monthly contract currently established on an as needed basis with both rates presented. It is anticipated that Maria will assist in training the accounting new hire and establish clear responsibilities going forward. This agreement may subsequently be modified to reflect the modified role.

Recommended Action

Staff recommends that the Board of Trustees approve the service agreement with Kelly Books LLC for accounting services.