



November 11, 2025

Mr. Clayton Anderson
Town Manager
Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

Dear Mr. Anderson:

C. Brown & Associates, Inc. is pleased to submit our proposal to provide general accounting services to the Town of Upper Marlboro. As a Prince Georges' County firm with over four decades of experience serving local government agencies and small to mid-sized organizations, we are confident in our ability to deliver reliable, compliant, and strategic financial support tailored to the Town's operational needs.

Our team previously provided these services to the Town, and we are proud of the continuity and quality we bring to municipal engagements. With over 75 years of combined in-house expertise, our professionals specialize in financial systems integration, GAP analysis, internal control evaluation, and federal and state tax compliance. We understand the importance of timely reporting, audit readiness, and proactive financial management in supporting public sector transparency and performance.

The enclosed proposal outlines our scope of services, relevant experience, and qualifications. We have proposed a budget of \$30,000 for this engagement. Should the actual scope or duration of services exceed this level, we respectfully reserve the right to initiate a discussion with the Town regarding a mutually agreeable adjustment to the fee.

We appreciate the opportunity to continue our partnership with the Town of Upper Marlboro and look forward to contributing to its financial stewardship and operational success. Please feel free to contact us with any questions or to schedule a meeting to discuss the attached proposal further.

Sincerely,



Calvin Brown
Principal

Attachment: Proposal for General Accounting Services



**Proposal for General Accounting Services
Submitted to the Town of Upper Marlboro, Maryland**

November 11, 2025

Submitted by: C. Brown & Associates, Inc.

Introduction

C. Brown & Associates, Inc. is pleased to submit this proposal in response to the Town of Upper Marlboro's request for general accounting services. With a proven history of supporting local government agencies and a prior engagement with the Town, our firm is uniquely positioned to deliver consistent, high-quality financial support tailored to municipal operations.

Founded in Prince Georges' County, Maryland in 1984, C. Brown & Associates, Inc. has provided comprehensive accounting and tax services to small and medium-sized businesses, nonprofit organizations, and government entities. Our reputation is built on long-term client relationships and a commitment to resolving complex financial challenges with precision and integrity.

The in-house management team brings over 75 years of combined experience in:

- Tax and financial services
- GAP analysis and internal control evaluation
- Accounts payable management
- Federal and State Compliance
- Financial systems integration and policy development

Proposed Scope of Services

We will provide the following financial and accounting services:

Monthly Services

- Routine bookkeeping and general ledger maintenance
- Bank reconciliations and cash flow tracking
- Budget monitoring and variance reporting
- Accounts payable and receivable management
- Financial statement preparation and review

Annual Services

- Audit preparation and coordination with external auditors
- Compilation of audit schedules and year-end reconciliations
- Review of financial controls and documentation

Compliance & Reporting

Oversight in the preparation and submission of federal and state tax forms including W-2, W-3, W-4, 1099, 940, 941, and state unemployment reports

Representation before reporting and tax authorities for resolution of compliance issues

Payroll reporting systems and employer regulatory support

System & Policy Support

Setup, maintain and integration of financial accounting systems with payroll

Development of accounting policies and procedures manuals

Internal control assessments and recommendations

Relevant Experiences

C. Brown & Associates has successfully served a range of public and nonprofit clients, including faith-based organizations in Washington, DC and Prince George's County, MD. Clientele consisting of:

- Town of Somerset, Maryland (EJ Hardwick, manager@townofsomerset.com)
- Town of Landover Hills, Maryland (m. Thompson, m.thompson@landoverhills.us)
- Town of Upper Marlboro, Maryland (Mayor Sarah Franklin, sfranklin@uppermarlboromd.gov)
- District of Columbia Department of Public Works and D.C. Charter School Board

We have also provided full back-office accounting support to the National Headquarters of a major sorority in Washington, DC. where our services have included:

- Debt service management, payroll tax compliance and financial reporting
- Timely review, vendor payments and expense processing
- Maintenance of accurate records and management reports
- Review of accounting reports and AP registers
- Audit preparation and coordination with external auditors
- Compilation of audit schedules and year-end reconciliations
- Monthly financial presentation to the board of directors

Qualifications & Value Proposition

- Continuity of Service--Our prior engagement with the Town ensures familiarity with its operations and expectations.
- Government Expertise--Extensive experience with municipal and nonprofit financial environments.
- Strategic Insight--Ability to support long-term financial planning and decision-making.
- Compliance Assurance--Proven track record in federal and state tax reporting and resolution.
- Customized Support--Tailored solutions that align with the Town's operational goals and audit readiness.

Budget and Fee Adjustment Clause

The proposed budget for this engagement is \$30,000. This fee is based on the scope of services as outlined in the above proposal. Should the actual level of effort, scope of work, or duration of services required exceed the parameters reasonably anticipated under this budget, C. Brown & Associates, Inc. reserves the right to initiate a discussion with the Town of Upper Marlboro regarding a mutually agreeable adjustment to that fee. Any such adjustment shall be documented in writing and additional approval by both parties prior to its implementation.

Conclusion

C. Brown & Associates, Inc. welcomes the opportunity to continue our partnership with the Town of Upper Marlboro. We are committed to delivering reliable, strategic, and compliant accounting services that support the Town's financial health and transparency.

Submitted by:



Calvin Brown
C. Brown & Associates, Inc.
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Upper Marlboro, Maryland 20772
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Email: calvin@cbrownassoc.com
Website: www.cbrownassoc.com

Approved by:

Clayton Anderson
Town of Upper Marlboro
P.O. Box 280
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