

Proposal for Managed Accounting Services to

Town of Upper Marlboro

November 12, 2025



Accountants & Consultants

Main POC:

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November 12, 2025

Town of Upper Marlboro
P.O. Box 280
Upper Marlboro, MD 20773

To Whom It May Concern:

On behalf of the staff of The Ijaz Group, thank you for the opportunity to provide the Town of Upper Marlboro (the Town) with our Managed Accounting Services proposal.

We are a firm that is very familiar with the unique business challenges the Town faces in its daily operations. We understand your need to hire a quality engagement team with experience in nonprofit clients and is proactive and responsive to client needs. I also understand your desire to work with a firm that is forward-looking, with a broadened perspective that goes beyond finance to encompass organization-wide concerns.

The Town will be an important client for our professionals, and you have my pledge that we will do everything necessary to ensure your satisfaction. The professional members of our staff and their extensive industry experience have helped to make us one of the most reliable and trusted professional accounting firms serving the community. Based on the qualifications presented in this proposal, I hope you agree.

Again, thank you for considering our firm's proposal. We look forward to working with you and your team at the Town.

Sincerely,

A handwritten signature in black ink, appearing to read "Ahsan Ijaz", written in a cursive style.

Ahsan Ijaz
CEO
The Ijaz Group

Organizational Overview & Qualifications

The Ijaz Group is a global professional services firm providing accounting and technology solutions to nonprofit organizations, government clients, private companies and private individuals. We combine our expertise in these areas with a strong commitment to personal service that enables us to excel by leaps and bounds.

Scope of Practice

The Ijaz Group offers a comprehensive range of managed business services for its clients, from A/P and A/R to outsourced controllership and virtual CFO services. We offer our clients with cloud-technology based solutions featuring the highest levels of security, performance, availability, and scalability.

Our Managed Accounting services include the following:

- Account Payable/Receivables Processing
- Expense Management
- Revenue Recognition
- Grants Fiscal Management
- Budget vs. Actual Reporting
- Monthly Account Reconciliations
- Monthly Financial Reports
- Customized Analysis & Reporting
- Assistance in Year End Audit
- Year End Forms 1099 Prep & Filings
- Year End Form 990 Prep & Filing

Why Choose Us

Our comprehensive solutions are delivered by a dedicated, industry focused team committed to providing the highest quality professional services in a timely, proactive manner at a reasonable cost. We understand that you want to work with pragmatic people who know your industry and can offer an objective perspective to help you make those decisions. We are confident that our unparalleled experience, resources and approach make us best suited to serve the Town.

Following is a sampling of qualities that set us apart:

Experience. As a firm, we spend over 70,000 hours annually on nonprofit clients. As a result, our professionals have a thorough understanding of the unique daily challenges faced by nonprofit organizations like the Town. We have the knowledge and insight to effectively recognize opportunities and identify specific areas of your organization that can be strengthened. Each professional also completes over 40 hours a year in continuing education.

Staff Continuity. We are committed to maintaining the same staff on engagements year-after-year. Our turnover rate is among the lowest in the accounting profession, allowing our professionals to develop valuable, timesaving relationships with our clients' staff and organization. We will bring this level of commitment and stability to the Town.

No Surprises. We provide our clients with personal attention and a "hands on" approach to avoid any surprises throughout the year. Our professionals will solicit your input in advance of the engagement to incorporate your input in our transition and ongoing service delivery.

Communication. We will provide you with frequent updates and communication of accounting developments and changes in standards that affect you and the industry. In addition, our senior level professionals will be committed to staying abreast of specific issues at the Town and will take a proactive role in addressing them.

We invite you to visit our [website](#) that will shed more light on who we are as a firm.

Nonprofit Accounting Experience

The Ijaz Group has advised countless nonprofit clients on accounting, tax, sustainability, and strategy solutions since 2008. Having worked with organizations including the likes of The Corps Network, Generation: You Employed, DC Volunteer Lawyer's Project, etc., we bring profound understanding of the most critical challenges faced by nonprofits, strong facilitation and implementation skills, proven strategic frameworks, and deep industry relationships. The Ijaz Group's nonprofit accounting experts work to assure the reliability of financial records, evaluate the adequacy of internal controls, and produce strategies that help nonprofits grow in today's economy.

Personnel Qualifications

The Ijaz Group has a dedicated group of individuals in our Finance and Accounting Solutions Team focused on providing the highest quality professional services. The Ijaz Group professionals who will serve the Town were selected to match your business strategies and activities.

Continuity of an Experienced Team

Continuity of a service team provides the greatest benefit to your organization. The more familiar we are with the Town, the better we can serve you and help you become more efficient. This strategy ensures that each team member becomes highly knowledgeable of the Town and maintains the comprehensive knowledge needed to address specific priorities with minimal disruption.

The firm has long maintained a core objective to attract, develop and retain the best and brightest people. By striving to have the lowest staff turnover possible, we will provide you with a team that will work to build a solid, long-lasting relationship. This experience is of limited importance, however, if you do not have access to your accountants. Our professionals are committed to being accessible to the Town whenever necessary throughout the year.

Engagement Team Structure

We approach each engagement as a team, working together to deliver professional services required by each client. Here are a few key members of our Finance & Accounting Solutions Team:

Ahsan Ijaz - Engagement Director



Ahsan Ijaz is the CEO of The Ijaz Group. He serves as the engagement director for most of our clients and is responsible for all client deliverables, accounting, tax or otherwise. He has comprehensive knowledge of all areas of tax-exempt accounting including audit, tax, and consulting. He currently serves as CFO to a variety of non-profit clients throughout the nation. He has performed CFO duties, prepared accounting policies and procedures, performed finance and accounting system assessments, lease versus purchase analyses, and has years of federal grant reporting experience. He has also prepared financial statements, audit schedules, performed chart of accounts restructuring, accounting system conversions, and prepared federal grant and indirect cost proposals for a variety of not-for-profit clients. He also has experience preparing the various versions of the Form 990. He has assisted non-profit Board Members with reading and understanding financial statements. His experience also includes audit remediation for A-133 audits and the CFO Act. His clients also include Big Four accounting firms, such as PricewaterhouseCoopers, for whom he consults on technical accounting issues.

Gina DiMatteo, CPA, MBA

Client CFO



As fractional CFO, Gina DiMatteo provides The Ijaz Group's clients twenty-plus years of for and not for profit experience in all aspects of running efficient accounting operations, including general ledger accounting, audit management, cash management, budgeting, cost controls, financial modeling, financial analysis, and control and compliance. In addition, her experience has been heavily focused on business partnership including board relations and strategic planning, implementation, management and review.

Prior to consulting, Gina served as Chief Financial Officer/HR Director for ACE Scholarships from 2017 until April 2021, where she oversaw day-to-day accounting and financial planning for the organization. During her tenure managing ACE's Finance and HR departments, the organization grew into four new geographic markets and doubled revenues and staff size.

Prior to entering the nonprofit sector, Gina had progressive leadership roles for an international solar company, Conergy, serving as Head of Finance and then Chief Financial Officer/Director of Business Administration for the company. In this role, Gina had financial oversight over all North American activities for the German-based company.

Gina earned a Bachelor of Science degree in accounting from the University of Colorado at Boulder, an MBA in accounting and finance from Regis University, and continues to hold an active Certified Public Accountant (CPA) license.

Carrie Renick – Client Controller



Carrie Renick is a Senior Consultant at The Ijaz Group, providing support to various non-profit organizations throughout the country. In her current position, Carrie oversees the recording of transactions, monthly financial statement preparation, and the preparation of annual audit and tax reports for her engagements. She also works closely with clients on a variety of tasks, including the creation of valuable reports, process improvements, and annual and grant budgets. Prior to joining The Ijaz Group, Carrie served for nearly eight years in the non-profit industry, most recently as an accountant at Behavior Analyst Certification Board, managing the full

scope of accounting including financial statement preparation, budgeting, and audit and tax preparation. Carrie is an active licensed Certified Management Accountant.

Proposed Scope of Work

Our firm has years of experience providing managed accounting support. Our team currently provides all the services sought by the Town to other nonprofit organizations.

Below is a summary of our experience delivering the requested services:

Transaction Recording

Our proposed team will be responsible for all the following areas for the Town:

All accounts receivable activities, including but not limited to:

- Recording the receivables for the appropriate cost centers
- Maintaining a list of outstanding invoices and accounts receivables
- Maintaining proper support and backup for invoices/reports submitted to funders

All accounts payable activities, including but not limited to:

- Proper coding and posting of expenses using Bill.com
- Verification of proper approvals before any disbursements
- Monthly reconciliations of all accounts payables against the GL and check registers
- Allocation of salaries, fringe benefits, and any other costs to the appropriate cost centers based on approved allocation methodology (ex. FTE method).

Preparation of Financial Information for Grants and Funders

We will work with the Town's program staff from grant budget submission, through award to closeout.

Below is a listing of a few Federal agencies and/or Private Foundations that we have worked with:

- Corporation for National and Community Service
- Department of Justice
- Department of Interior
- Department of Labor
- Environmental Protection Agency
- USAID
- Bill & Melinda Gates Foundation

- W.K. Kellogg Foundation
- Kresge Foundation
- Lumina Foundation
- Open Society Foundation
- Walton Family Foundation

Our team will also create reports in the accounting software that will streamline fiscal reporting to funders.

Monthly Financial Statements

For most of our clients, we can close out the month by the 7th business day. We are also able to prepare the monthly, quarterly and annual financial statements, along with the comparisons with the appropriate prior period. This allows our clients to have fiscal conversations within management and with the Board of Directors while the information is still relevant. Our usual month end financial statements include Statement of Activities, Statement of Financial Position, Statement of Cash Flows and a narrative detailing the activities for the month. We also create Budget vs. Actual statements, Year to Date statements, and any other ad hoc reports for our clients, to bring perspective to the information contained in the financial statements.

Payroll Assistance

Our team be responsible for processing payroll on the Town's schedule. We will also post the payroll journal entries along with the allocation of salaries and fringe benefits. We will also maintain any YTD salary allocation trackers so that management can analyze staff utilization and cost recovery on various grants.

Budget Assistance

We assist all our clients with budget preparation, for certain cost centers and for the organization itself. Our professionals are well versed in various budgeting methodologies including zero based budgeting, activity-based budgeting, rolling wave planning, etc. We also prepare the budget modifications for federal grants as well as the annual indirect cost proposal for the Federal cognizant agency. Our monthly reports include budget vs actual reports for the organization as well as for individual grants.

Audit Assistance

Our professionals are with you throughout the entire audit engagement. We prepare all the schedules required and provide any accounting support as needed. We serve as a liaison between you and the auditors. On numerous occasions our clients have been informed by their auditors that our proactive

planning has reduced the audit fieldwork by days. This ensures a timely audit report for the management, board and other external parties.

Technology Solutions

At The Ijaz Group, our engagement strategy is to provide quality performance using the most effective tools. This strategy requires us to use many technology services and solutions that help us provide a better level of service. Some of our tools include:

QuickBooks	QuickBooks is the world’s most used small organization accounting solution. If the Town decides to continue using QuickBooks Online, our firm will be responsible for the subscription cost.
Bill.com	Bill.com is a great Accounts Payable solution. Our firm is a Bill.com partner and numerous members of our team are Bill.com Certified Experts. Since we are a Bill.com partner we are able to offer a <u>Bill.com subscription included in our proposal fee.</u>

Project Management & Fees

Our Engagement Approach

The Ijaz Group will meet with the Town weekly via Zoom during the onboarding phase. When the Town feels it no longer needs the weekly call, we will switch to a bi-weekly or monthly call to review finance related items. The team will also participate in periodic conference calls when requested by the organization’s management. The Ijaz Group will be available to perform additional management consulting assistance as requested by the organization including, but not limited to, updating the organization’s Accounting Policies and Procedures Manual as procedures are added or modified, re-formatting of financial statements, re-engineering of the budget process, break-even analyses for the organization conferences or new services, negotiation of the indirect cost rate with the organization’s cognizant agency, etc.

Proposed Fees

We propose charging a flat monthly fee of \$2,500. We believe this fee structure to be more reasonable in order to allow our clients to maintain a steady budget as opposed to varying costs each month for their accounting services. The team puts in a lot more hours to onboard the client, but we are willing to put that time in up front as it plateaus over time once the processes have been created

or learnt. We find the proposed monthly fee to be reasonable with the experience and caliber of our professionals and a great value proposition for the Town. Since we are a Bill.com and Intacct partner we get preferred pricing on our subscriptions, so we will include the subscription costs free of charge in our proposed monthly fee.

We recognize the importance of cost containment. We have never had any cost over-runs with any of our clients. We practice good project management and can plan our engagements in a manner that avoids any surprises.

If you have any concerns regarding our proposed fees or if the fees are a potential deciding factor in your selection of another firm, we would appreciate an opportunity to discuss our fees.

Client References

We understand that quality of service will be a key factor as you prepare to select a firm to serve the Town. We encourage you to contact the following client references to learn more about our experience and commitment to quality client service in the nonprofit industry.

The Corps Network

Washington, DC

Marie Walker, Chief Operating Officer

202.737.6272

mwalker@corpsnetwork.org

Serving Since:

2011

Annual Budget:

~\$15 million

Services Provided:

Managed accounting; grants fiscal management, annual tax filings; monthly reconciliations; on-going business consultations; grants advisory support.

Association of Farmworker Opportunity Programs

Washington, DC

Daniel Sheehan, Executive Director

703.624.0555

sheehan@afop.org

Serving Since:

2014

Annual Budget:

~\$2 million

Services Provided:

Managed accounting; grants fiscal management; month-end closing and annual tax filings.

Volunteer Legal Advocates

Washington, DC

Brian Yourish, Director of Operations

202.469.9310

byourish@volunteerlegaladvocates.org

Serving Since:

2019

Annual Budget:

~\$5 million

Services Provided:

Nonprofit for who our firm provides monthly accounting support services; annual audit preparation; on-going business consultations; grants advisory support.

Our professionals have earned a reputation for helping similar entities meet their goals and fulfill their long-term missions — we will do the same for the Town.