

Accounting Firm Proposal Summary
2021-2022 Request for Proposals for Professional Services

2021 & 2022 Rates

Firm Name	2021 & 2022 Rates*			
	Hourly Rate	Monthly Rate	Staff Level	Activity(ies)
CliftonLarson Allen (CLA)	N/A (flat rate)	\$1,100/month	Combination of Principal, CFO, Senior Staff	<ul style="list-style-type: none"> • Approval and sign-off of financial reports - Principal - Monthly Accounting • Technical advisor- Principal and CFO - Consulting • Other high-level services as needed - Principal and CFO - Consulting • Main point of contact for the organization - CFO - Monthly Accounting • Presentation of information to the leadership team - CFO - Meetings • Collaborating with leadership team in implementing strategy and achieving goals - CFO- Consulting • Budgeting and financial forecasting including cash flow management and treasury work- CFO - Consulting • Review of financial reports, processes, and internal controls - CFO- Monthly Accounting • Review of audit work papers and primary liaison with external auditors - CFO- Monthly/Consulting • Regular financial report preparation - Monthly Accounting • Preparation of annual audit work papers and communication with external auditors - Monthly/Consulting • Accounts receivable, accounts payable, 1099 preparation, and cash receipting - Monthly/Consulting • Vendor and customer maintenance - Monthly Accounting • Regular relevant account reconciliation (i.e ., bank reconciliations, investment reconciliations) - Monthly
	\$150/hour	N/A	Principal (Chris Knopik), CFO (team member not indicated)	Consulting and Meeting Attendance - Hours will be billed based on actual hours worked, which may vary based on the time of year and requests of the District. Our firm commits to being transparent and making decisions together about what resources are needed before beginning work on the task or project.
	\$70/hour	N/A	Senior Staff (Laura Larson)	Similar to Principal and CFO; most tasks fall under monthly flat rate, unexpected/non-regular tasks billed at hourly rate.
	N/A (flat rate)	\$300/month	Payroll Specialist (team member not indicated)	For processing semi-monthly payroll for the District employees, including all required related payroll reporting, CLA proposes a fee of \$300 per month. This monthly fee includes all ACH, filing fees, W-2, 941, and other required reporting associated with providing payroll services. In addition, there is a one-time startup fee of \$170 to accumulate and set up initial information. Our fee for payroll processing and reporting is a flat fee based on the number of District employees.

Redpath & Company	N/A (flat rate)	\$1,300/month	Senior Accountant (Nancy Martinson)	<ul style="list-style-type: none"> • District codes invoices and receipts • District approves each check and signs them at the monthly meeting. District would mail checks to vendors. • Redpath and Company enters invoices and receipts into Sage accounting system, generates monthly financial statements, including: <ul style="list-style-type: none"> o Customized check register o Financial Reports o Administrative and program budget report o Statement of revenue, expenditures and changes in fund balance o Income statement/balance sheet o Budget to actual comparisons for all funds o Schedules of each fund <p>Redpath and Company reconciles all accounts, prepares bank reconciliations and makes journal entries to close the month, allocates interest revenue, allocates administrative expenditures and other such journal entries as may be required. Any journal entries prepared by Redpath will be approved by the District.</p>
	\$150/hour	N/A	Senior Accountant (Nancy Martinson)	For additional accounting services outside the engagement letter.
	\$130/hour	N/A	Payroll (Kris Retica)	For payroll services outside of the engagement letter.
	N/A (flat rate)	\$500/month	Payroll (Kris Retica)	<ul style="list-style-type: none"> • Redpath and Company prepares payroll in MyPay payroll service on a semi-monthly basis in accordance with District policies. • Redpath and Company coordinates all payroll related reports (Federal Form 941, State of Minnesota Department of Revenue, Department of Labor, etc.) and files on a timely basis. • Redpath and Company coordinates the preparation of Federal and Minnesota Department of Revenue payroll tax deposit requirements for semi-monthly deposits. • Redpath and Company prepares Public Employee Retirement Association Salary Deduction Report, submits payment on a timely basis and files a copy with the PERA office in accordance with District policies. • Redpath and Company prepares Deferred Compensation listing and submits payment on a timely basis in accordance with District policies.