

**BOONSBORO MAYOR AND COUNCIL
ACCOUNTING SERVICES PROPOSAL**



**YEAR ENDING JUNE 30, 2023
(Option Years 2024 through 2025)**

ALBRIGHT CRUMBACKER MOUL & ITELL, LLC
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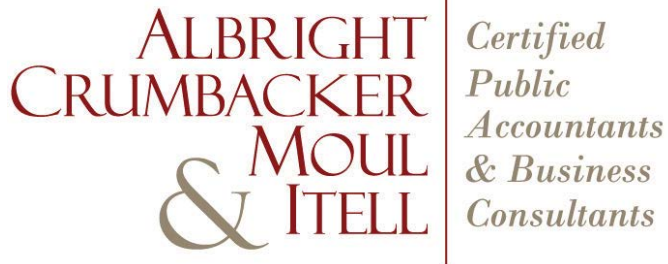
Contact: R. Kert Shipway, CPA
Partner

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March 14, 2023

The Town of Boonsboro, Maryland
Attn: Paul Mantello
21 North Main Street
Boonsboro, MD 21713

We are pleased to submit our Proposal for accounting services for The Town of Boonsboro, Maryland. We appreciate the opportunity to tell you about our firm's background, philosophy, and the services we can provide to your Organization.

We propose to prepare accounting services for The Town of Boonsboro, Maryland. As requested, these services will include the following (summarized) that is anticipated to take approximately 8-10 hours per month:


1. Assist with monthly entries, including but not limited to depreciation, market value adjustments, long term debt, and payroll taxes.
2. Assist with the review of cash receipts and disbursements and prepare journal entries as needed.
3. Assist with tracking grants and tax revenue
4. Assist with year-end entries for accrual of salary, compensated absences and other payroll liabilities.
5. Assist with annual closing of the accounting records to prepare for the annual audit and assist with the audit as needed. In addition, assist with reporting requirements for Federal and State reports, if requested.
6. Be available during normal business hours for routine accounting assistance.

Since 1975, Albright Crumbacker Moul & Itell has performed accounting services for similar sized entities throughout the region. Furthermore, our experienced staff has been trained extensively in various industries and Generally Accepted Accounting Principles (GAAP). Consequently, we believe the accompanying proposal will demonstrate that we have the knowledge and experience necessary to meet the needs of the entities.

We appreciate the opportunity to submit this proposal. If you have any questions related to our proposal or would like additional information, please contact the undersigned.

Sincerely,

ALBRIGHT CRUMBACKER MOUL & ITELL, LLC
Certified Public Accountants.


Kert Shipway, CPA
Partner

INTRODUCTION

Albright Crumbacker Moul & Itell, LLC is a regional firm with offices in Hagerstown, Maryland and Martinsburg, West Virginia. Our tremendous wealth of expertise and vast capabilities means Albright Crumbacker Moul & Itell offers you the personal care and attention of a small firm, with the advantages and opportunities that are generally available only through larger institutions. Because of this, we have gained a reputation as a dynamic, top-ranked firm.

We carefully plan and manage our resources and expertise to bring you a total package of service and assistance designed to meet your objectives.

- **Specialty and Expertise.** With a team of professionals who have served the not-for-profit and governmental community for more than four decades, we understand the commitment and values that drive your entity. Our small firm culture, combined with a wealth of knowledge and expertise gained from years of experience in the industry allows us to provide the highest level of technical service, while still providing the personal care and attention you deserve.
- **Commitment of Senior Personnel.** The partners, managers, and specialists you will be working with will be heavily involved in the services provided. Our proactive approach means we call and meet with you throughout the year to raise important issues before opportunities are missed.
- **Accessible Staff.** You will be working with experienced staff that is dedicated to performing accounting services with entities similar to yours. We have had very little turnover in our group and have made a commitment to maintain adequate staffing levels throughout the year.
- **Technology.** We use technology to the greatest extent possible to streamline the accounting services process.
- **Timeliness.** Based on our study of your financial statements, knowledge about your internal accounting processes, and the availability of our experienced staff, we are confident that we will meet all of your reporting deadlines.
- **Smooth Transition.** Our in-depth knowledge and years of experience serving other organizations will ensure a smooth transition to the Albright Crumbacker Moul & Itell team.

Quality Assurance. We are dedicated to excellence in our accounting services practice. Some aspects and processes of our quality assurance include assignment and training of personnel, supervision, and monitoring engagement performance.

FIRM QUALIFICATIONS, EXPERIENCE, AND ANTICIPATED HOURS

Albright Crumbacker Moul & Itell, LLC (ACMI) was founded in 1975. We are a progressive accounting and business management firm, headquartered in the heart of the Mid-Atlantic Region. We have offices in Hagerstown, Maryland and Martinsburg, West Virginia. We offer experience and vast resources, backed by a commitment to individual attention and an unwavering dedication to meeting the highest business standards. Our clients include numerous fire rescue and emergency medical services, private schools, foundations, trade associations, governmental, charitable, religious, and social organizations.

As an Albright Crumbacker Moul & Itell client, you are assigned a unique team of accounting professionals from our staff who are chosen specifically based on your needs. So, when you come to us, expect the best. Our 32 member staff is comprised of highly trained professionals who can provide for all your requirements. We have established our reputation by helping entities meet and exceed all reporting requirements. We have listed a few clients under the references section of this proposal that have experienced the professionalism and expert service that Albright Crumbacker Moul & Itell has to offer.

While we do not have the specific experience with Municipal write-up services per se, we are sure you will agree that often those services tend to be a large part of year-end audit process and as the auditor for several Municipalities we have similar relevant experience.

Our Hagerstown office will be performing accounting services covered by this proposal. It is anticipated that the team will consist of R. Kert Shipway, CPA, Jason P. Knode, CPA and Robert Craft. There have been no complaints against any of them to the level of state board of accountancy.

The firm's employees who will conduct this accounting service work, their level of responsibility, credentials, and experience are as follows:

<u>Hours</u>	<u>CPA Yes/No</u>	<u>Years of Experience</u>	<u>Anticipated Monthly Hours</u>
Engagement Partner R. Kert Shipway, CPA	Yes	34	0
Engagement Manager Jason P. Knode, CPA	Yes	26	2-3
Accounting Staff Rob Craft	No	3	<u>7-8</u>
			<u><u>10</u></u>

REFERENCES

A sample of other clients of similar size which Albright Crumbacker Moul & Itell currently work with is as follows:

CLIENTS	CONTACTS
AIRCON Engineers	Jason Pannone – 877-858-9170
Heiston Supply, Inc.	Jeffrey Petrucci – 304-263-3364
GCSSS Partnership	Greg Snook – 301-730-9903

FEE PROPOSAL

Our fee for this engagement has been estimated after consideration of accounting services time that we anticipate will be required for each segment. Our estimate is based on our experience with other similar organizations.

Our fees for the yearly accounting services as described in this proposal will be:

Total Monthly Fee **\$ 1,500 - \$1,700 (not to exceed)**

Fees will be billed monthly.

Additional hour requirements or services requested that are outside of the scope of this proposal herein will be billed at our standard hourly rates less a 20% charitable discount. We will discuss with the designated responsible party before any services of this type are undertaken to obtain approval and understanding of any additional billings.

STANDARD HOURLY BILLING RATES

Partner	\$215 - \$250
Manager	\$170 - \$215
Supervisor	\$145 - \$170
Seniors	\$115 - \$145
Staff	\$90 - \$115