

BOOKKEEPING SERVICES PROPOSAL

BOURBON COUNTY JOINT PLANNING COMMISSION

BY



BUSINESSES | INDIVIDUALS | NON-PROFITS

Brad Oberlander, CPA
997 Governors Lane, Suite 150
Lexington, KY 40513

brad@ofscpalex.com

P - (859) 552-3342

F - (859) 396-2913

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CERTIFIED PUBLIC ACCOUNTANTS

February 26, 2020

Ms. Andrea S Pompei Lacy, AICP
Bourbon County Joint Planning Commission
525 High Street
Paris, KY 40361

Dear Ms. Lacy,

I am pleased to have the opportunity to present qualifications and submit a proposal to serve as accountant for the Bourbon County Joint Planning Commission with providing bookkeeping services. I have the resources, experience, expertise and sincere interest to provide quality and timely service.

The selection of a public accounting firm is an important decision. Preparation of the proposal gives us the opportunity to display our knowledge, experience and to distinguish our services from that of other firms. This proposal will provide you with information pertinent to your selection of a public accounting firm and is arranged as follows:

Bookkeeping Approach
Firm Background and Resources
Engagement Timing and Cost

I welcome the opportunity for you to review the firm's credentials. I can be available to meet with you to further discuss qualifications and/or furnish you with any additional information.

Sincerely,

Brad Oberlander, CPA

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BOOKKEEPING SERVICES

Bookkeeping services would include the following:

- Entering or downloading all bank and credit card transactions into QuickBooks each month
- Reconciling the Planning Commission's bank accounts each month.
- Making any reclassification or adjusting journal entries. Adjusting journal entries could include adjusting payroll expenses from net to gross, recording depreciation expense and recording any bank fees or other charges.

The Planning Commission's financial statements will be prepared in accordance with the modified cash basis of accounting. The financial statements will include a statement of assets, liabilities and net assets – modified cash basis; a statement of revenues and expenses – modified cash basis and a budget to actual schedule. The financial statements will not include notes to the financial statements or other disclosures.

If you have questions about the financial statements or would like to sit down to discuss the financial statements, I would be glad to answer any questions you may have and/or arrange a time where we can meet to discuss the financial statements.



BRAD OBERLANDER, CPA

Certified Public Accountant since 1996. Member of the Kentucky Society of Certified Public Accountants since 1996 and the American Institute of Certified Public Accountants since 1997.

Since 1995, I have 24 years of working as a public accountant, 9 years with a regional firm and 15 years with local firms. My experience as a public accountant range from providing tax, accounting, and management advisory services and outsourced CFO/controller services, along with performing compilation, review and audit engagements. Industries I have serviced include captive insurance, construction, employee benefit plans, medical, and non-profits.

From 2007 through 2019, I was a partner with Fister, Williams & Oberlander, PLLC. During October of 2019, I began my own firm Oberlander Financial Services, PLLC. Partnering with my clients to achieve their goals and become successful both personally and with their business is my goal with creating my own firm.

I've been married to my wife, Kara since 1996. We currently live in Versailles with our three daughters. Hobbies that I enjoy hiking, snow skiing, scuba diving, swimming, biking, running and gardening.

Organizations that I have been involved with over the years:

- Treasurer, Kentucky Habitat for Humanity, Inc.
- Lexington Chamber of Commerce Leadership Lexington
- Treasurer and Finance Committee for St. Leo's School
- USA Swimming and KHSAA Licensed Official

ENGAGEMENT TIMING AND COST

The following is a general timetable of the bookkeeping engagements and would be subject to agreement with the Planning Commission.

Bookkeeping Services:

Preparation of monthly financial statements – it would be our goal to catch up any 2019 or 2020 bookkeeping services as soon as possible. Once the financial records are current, we would anticipate issuing financial statements to management on a monthly basis consistent with monthly commission meeting dates.

Based on our estimate of time needed to complete the proposed services, below is an estimate of the fees for bookkeeping:

Monthly bookkeeping services - \$300 per month.

If need to run or process payroll currently handled by the Fiscal Court, then the monthly fee for services would not exceed \$450.

If there are other services which we provide outside the scope of the services listed above, those services will be billed at our standard billing rates.