



October 28, 2019

Kensington Police Protection and Community Services District  
Attn: Mr. Tony Constantouros  
General Manager  
217 Arlington Avenue  
Kensington, CA 94707

Dear Tony,

We are pleased to attach an electronic copy of our Proposal to Provide Professional Accounting Services to the Kensington Police Protection and Community Services District.

We look forward to the opportunity to work with you!

Yours very truly,

A handwritten signature in black ink that reads 'Timothy J. Krisch'.

Timothy J. Krisch, CPA

TJK: saa

Enclosures

**PROPOSAL**  
**To Provide**  
**Professional Accounting Services**  
**For the**



**Submitted By**

**Maze & Associates**  
**3478 Buskirk Avenue, Suite 215**  
**Pleasant Hill, CA 94523**  
**(925) 930-0902**

**October 28, 2019**

**Contact Persons**

**Timothy J. Krisch – [Timk@mazeassociates.com](mailto:Timk@mazeassociates.com)**  
**Peter Medina – [Peterm@mazeassociates.com](mailto:Peterm@mazeassociates.com)**

**KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT  
ACCOUNTING SERVICES PROPOSAL**

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Attn: Mr. Tony Constantouros  
General Manager  
217 Arlington Avenue  
Kensington, CA 94707

Dear Tony,

We strongly believe that we can provide your Organization the services you need and can further develop an excellent working relationship with you and your Organization. We are quite certain we are the best qualified firm to be your independent accountants and we have summarized our reasons below:

- We can provide you with professional and technical accounting assistance in the administration and implementation of the Organization's financial, auditing and accounting programs.
- The people assigned to your work were picked because of their depth of experience in accounting services.
- Our references--indeed, any of our present clients--will confirm we are your best choice.

Most important, **we are in business to help our clients succeed.** We use our independence and our professional skills to help you achieve your goals and avoid pitfalls and problems.

We have no doubt that we are the firm best qualified to perform this engagement. After you have analyzed our proposal and - most important - talked with our references, we are quite confident you will agree.

We look forward to working with you!

Yours very truly,

A handwritten signature in black ink that reads 'Timothy J. Krisch'.

Timothy J. Krisch, CPA  
CEO

TJK: saa

## **FIRM QUALIFICATIONS AND EXPERIENCE**

### ***Overview***

We are a professional services corporation located in Pleasant Hill, California. We presently have a total of fifty-four people, including seven Shareholders, three Directors, three Managers, eleven Supervisors, nine Senior Associates, fifteen Associates and six Administrative Staff. Sixteen of our professional staff are California Certified Public Accountants and two additional staff are in the process of completing their applications for licensure. Most of our professional staff comprise our governmental audit staff, as our firm's emphasis is on governmental auditing and accounting. Several of our professional staff have national accounting firm experience, which we have blended with the more personal approach of a smaller firm.

### ***References***

We have selected the clients below as references because they have some similarities with your Organization or the people assigned to your engagement have played important parts in these engagements. However, we encourage you to call any of our clients for a reference.

#### ***Montara and Sanitary District***

Principal Contact – Clemens Heldmaier, General Manager, (650) 728-3545

#### ***Stinson Beach County Water District***

Principal Contact – Ed Schmidt, General Manager (415) 868-1333

#### ***Bolinas Community Public Utility District***

Principal Contact – Jennifer Blackman, General Manager (415) 868-1224

## **PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE**

We pay particular attention to selecting people who have the specific experience and skills needed for your work. Over the years, we will give you the continuity you need; our staff assigned to your work will continue to return each year, barring unexpected resignations by the people on your engagement. We are interested in your reactions to our people and their approach to your work. Any changes in personnel will be reviewed with you in advance.

We do everything we can to ensure continuity because it helps you, it helps our staff and it helps us. We attempt to match personalities as well as skills and abilities so that our staff and yours will get along well.

Our people assigned to your work will include Peter Medina, Accounting Services Director, and Maria Munoz, Supervisor.

### ***Resumes of Staff Assigned to Your Work***

We have included complete resumes of the people assigned to your work below. We think you will agree after reviewing these resumes that our staff have significant amounts of experience and education in accounting services.

**PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**

**PETER MEDINA, Director** – Peter is a graduate of St. Mary’s College, Moraga, with a Bachelor of Science Degree in Accounting. He has over twelve years of governmental audit experience all with Maze & Associates. Peter’s experience includes cities, special districts and not-for-profit clients. He has performed CAFR reviews for GFOA. Peter has received 400 hours of continuing education since joining our firm. His relevant experience includes preparing the Annual Report of Financial Transactions for over 78+ of our municipal clients. Peter currently supervises accounting services for many entities. He is experienced in tax related matters. He is an Enrolled Agent with the U.S. Department of Treasury and reviews over 100 form 990 tax returns for our non-for-profit clients.

**Municipal Experience:**

City of Alameda	City of Manteca
Alameda Municipal Power	Menlo Park Fire Protection District
Town of Atherton	City of Millbrae
City of Benicia	Mission Graduates
Bolinas Community Public Utility District	City of Napa
Contra Costa Water District	City of Newark
Contra Costa Water District Retirement System	City of Oakley
Bethel Island Municipal Improvement District	Town of Portola Valley
City of Brentwood	City of Richmond
CalSTRS	Richmond Housing Authority
Charitable Federated Group	City of Rio Vista
Coastside County Water District	City of Roseville
City of Concord	Ross Valley Paramedic Authority
City of Davis	City of San Carlos
East Contra Costa County Habitat Conservancy	City of Sausalito
East Bay Municipal Utility District	Solano Transportation Authority
East Bay Municipal Utility District Retirement System	City of South Lake Tahoe
El Dorado Irrigation District	South Lake Tahoe Basin Waste Management Auth.
Town of Fairfax	South San Joaquin Irrigation District
Fairfield Suisun Sewer District	Stanislaus Waste to Energy
Inverness Community Public Utility District	City of Suisun City
Kids for the Kingdom	Twin Cities Police Authority
City of Larkspur	City of Vallejo
City of Livermore	Vallejo Housing Authority
Livermore-Amador Valley Transportation Authority	Walnut Creek Chamber of Commerce
City of Los Banos	City of West Sacramento

**Accounting Services:**

Bolinas Public Utility District	Newark Square Development
Cimarra Family Care Home	Robotlab, Inc.
City of Albany	Sewer Authority Mid-Coastside
Inverness Public Utility District	West Coast Jamboree
Kuiu	West Contra Costa Integrated Waste Management (RecycleMore)
Montara Water and Sanitary District	Pleasant Hill Chamber of Commerce

**PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE (Continued)**

**MARIA MUNOZ, Supervisor**, – graduated from St. Mary’s College in 2012 with a Bachelor of Science Degree in Accounting. During Maria’s 7 years at Maze she has spent over 700 hours on Governmental Accounting Services for our clients. **Maria has received 480 hours of continuing education** since joining our firm.

City of Alameda	City of Oakley
ACWA	City of Orinda
AC Transit	Pacifica Child Care
Association of Bay Area Governments	Pajaro Valley Fire Protection District
City of Brentwood	City of Petaluma
City of Campbell Accounting Services	City of Pittsburg
City of Concord	Placer County Water Agency
Contra Costa Water District	Regional Administrative Facility Corporation
City of Cupertino	City of Rancho Cordova
City of Cupertino Accounting Services	City of Richmond
City of Daly City	Richmond Housing Authority
City of Davis	City of Roseville
Dublin San Ramon Services District	Roseville Child Care
City of East Palo Alto	Sam Trans
County of El Dorado	City of San Carlos
Town of Fairfax	City of San Pablo
Town of Moraga	City of San Rafael
City of Galt	San Rafael Child Care
City of Hayward	City of Santa Clara
City of Larkspur	Santa Clara County Central Fire Protection District
City of Livermore	City of Sausalito
City of Manteca	Sonoma County Open Space District
City of Mountain View	City of Sutter Creek
City of Napa	City of Vallejo
City of Napa Accounting Services	City of Visalia
Novato Fire Protection District	City of Waterford
Novato Sanitary District	City of West Sacramento

**Accounting Services:**

City of Albany  
City of Campbell  
City of Colma

## SCOPE OF WORK

### ***PHASE 1: Assess & Integrate***

We create a customized program just for your Organization. This program includes all of the bookkeeping services you require with many accounting services as well. We use the latest technology along with a trained professional staff of bookkeepers, supervisors and accountants to see that your Organization gets not only fast, accurate, complete bookkeeping and financial information, but that you also get the kind of personal services that make us unique.

1. We will provide an initial assessment of the Organization's internal control accounting environment, structure and set-up and make recommendations accordingly.
2. We will review and analyze month to date budget vs. actual financial statements to familiarize ourselves with categorization and make recommendations as needed.
3. We will review, and if necessary, catch up on all bank and investment account reconciliations.
4. We will review and, if necessary, file any payroll related compliance forms (e.g. Federal 941's and State DE-9's).

These tasks form a solid foundation of the Organization's accounting system.

### ***PHASE 2: Monthly***

#### ***Bank Reconciliations***

Reconciling your business checking accounts each month allow us to keep your bank accounts, accounting, and payroll taxes up-to-date.

Having us reconcile your accounts each month allows you to....

- a. Identify last checks, last deposits and unauthorized transactions.
- b. Detect and prevent excess/unjustified bank charges and ensure transactions are posted correctly by your bank.
- c. Know how your business is doing? You can't really know unless all accounts are reconciled and properly accounted for on your financial statements.
- d. Manage your cash more effectively. Proper management of funds not only saves money, it makes money for you.
- e. Protect yourself. By timely reconciling and promptly objecting to your bank about any unauthorized, fraudulent or forged checks presented to your bank and paid by that bank, you can relieve your agency of responsibility for the shortfall and transfer the risk to the bank. This reason to reconcile alone should be enough. Crime exists!



## SCOPE OF WORK (Continued)

### ***Income Statement***

An income statement, otherwise known as a profit and loss statement, basically adds an itemized list of all your revenues and subtracts an itemized list of all your expenses to come up with a profit or loss for the period.

An income statement allows you to....

- a. Track revenues and expenses so that you can determine the operating performance of your Organization.
- b. Determine what areas of your business are over-budget or under-budget.
- c. Identify specific items that are causing unexpected expenditures. Like phone, mail, or supply expenses.
- d. Determine your payroll tax liability, file the proper documents to Federal and State government agencies.

### ***Balance Sheet***

A balance sheet gives you a snapshot of the Organization's financial condition at a specific moment in time.

A balance sheet helps you...

- a. Quickly get a handle on the financial strength and capabilities of your Organization.
- b. Identify and analyze trends, particularly in the area of receivables and payables. For example, if your receivables cycle is lengthening, maybe you can collect your receivables more aggressively.
- c. Determine if your Organization can easily handle the normal financial ebbs and flows of revenues and expenses?
- d. Determine if you need to take immediate steps to bolster cash reserves?
- e. Determine if your Organization has been slowing down payables to forestall an inevitable cash shortage?
- f. Balance sheets, along with income statements, are the most basic elements in providing financial reporting.

### **Maintaining a Clean General Ledger**

The general ledger is the core of your Organization's financial records. These records constitute the central "books" of your system. Since every transaction flows through the general ledger, a problem with your general ledger throws off all your books.

Having us review your general ledger system each month allows us to hunt down any discrepancies such as double billings or any unrecorded payments. We will then fix the discrepancies so your books are always accurate and kept in tip top shape.

<b>FEES AND SERVICES AVAILABLE TO BE PROVIDED</b>
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Our fees will depend on the services desired as well as the level of staff required to perform the work. However, you can see on the attached Proposed Engagement Segments and Budget, we are projecting the following costs:

***Phase 1:***

- Start-up services – \$3,200 - \$4,500/month (20-28 hours/month for 2-3 months, estimated)

***Phase 2:***

- Monthly services – \$1,080 - \$1,620/month (8-12 hours)

***Hourly Rates***

The hourly rates for our staff are as follows:

Peter Medina	\$185
Maria Munoz	\$135

***Phase 3 (Optional): Cost – Negotiable***

**Budget Preparation**

1. Provide support to current Finance Staff during the budget development season (e.g. review budget worksheets/narrative to ensure accuracy)

***Phase 4 (Optional): Cost – Negotiable***

**Audit Liaison**

1. Provide support to Finance Staff during fiscal year end close procedures:
  - a. Provide technical expertise for new GASB pronouncements
  - b. Reconcile audit worksheets to general ledger
  - c. Review footnote disclosures for accuracy and compliance with professional standards
  - d. Correspond with auditors, as needed