

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District SPECIAL BOARD MEETING AGENDA

A **Special Board Meeting** of the Wellington Fire Protection District will be called to order at **5:00 PM** on **Wednesday, July 26, 2023**. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549. Please contact our administrative office for any attendance accommodations. **Zoom Meeting information is listed below.**

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

Any member or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Guests or Presentations

District Business

1. Discussion/Possible Action: Appoint a Secretary
2. Discussion/Possible Action: Accounting Firm Proposals
3. Discussion/Possible Action: Chief Hiring Committee

Other

Calendar Items

Next Board Meeting –Regular Board Meeting – August 16, 2023, at Station 16 @ 4:00 PM

Adjournment

Zoom Meeting Information

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

Wellington Fire Protection District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82141865159?pwd=ekp1eEw1MnlteDI1K2Q3MIQrNm5zdz09>

Meeting ID: 821 4186 5159

Passcode: 125884

One tap mobile

+17209289299,,82141865159#,,,,*125884# US (Denver)

+13017158592,,82141865159#,,,,*125884# US (Washington DC)

Dial by your location

- +1 720 928 9299 US (Denver)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 821 4186 5159

Passcode: 125884

Find your local number: <https://us02web.zoom.us/j/82141865159>

Posted to www.wfpd.org and at 8130 3rd St, Wellington, CO 80549 by Michael Patterson on 7/10/23 @ 10:15 AM

Firm	Monthly	Yearly	Bookkeeping	Budget	Audit	
JVG	4,000.00	54,000.00	\$1,000	Included in monthly	\$6,000	
Green	2,000.00	38,833.33	\$125	\$200	\$200	
DMC Auditing	\$3,167-\$4167	\$38,000-\$50,000	\$75-\$90	included	included	
Crady, Puca CPA	2,900.00	43,880.00	\$90	\$120	\$120	Plus Travel Fees
			12 hours	16.66666667	50	
Firm	Location	Quote				
JVG	AZ	\$4,000 a month for monthly accounting and budgeting, \$6,000 a year for audit prep				
Green	Fort Collins	\$2,000 a month for monthly accounting plus \$200/hr for Budget and audit prep				
DMC Auditing	Bailey, CO	\$38,000-\$50,000 a year for monthly accounting, budgeting, and Audit prep				
Crady, Puca CPA	Aurora, CO	\$2,000 a month for monthly accounting plus \$120/hr for additional requests, plus travel costs				

PROPOSAL FOR ACCOUNTING SERVICES FOR:



WELLINGTON FIRE PROTECTION DISTRICT

OFFERED BY:

DMC AUDITING AND CONSULTING, LLC

DMITRIY CHERNYAK, CPA

720-422-1352

dmcauditingandconsulting@gmail.com

145 Bristlecone Circle, Bailey, CO 80421

P.O. Box 791, Bailey, CO 80421

DATE: June 30, 2023

UPDATED: July 24, 2023

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Wellington Fire Protection District
8130 Third Street
Wellington, Colorado 80549

Dear Christine Gaiter and Board of Directors:

DMC Auditing and Consulting, LLC is pleased to respond to your request for a proposal to provide accounting and consulting services for the Wellington Fire Protection District (the District). As requested, the accounting services will include bank reconciliation, monthly reports, annual budgeting, audit preparation, pay allocation/raises and financial reporting to the Finance Committee and Board of Directors. Our goal is to perform the audit services, communicate effectively, and establish an audit/client relationship with the District's Board of Education, management, and staff.

We want to assist the District's Board of Directors and Finance Committee with preparing and maintaining the accounting records and compiling the annual budget with the direction of the Board of Directors and the Finance Committee. The professionals at DMC Auditing and Consulting, LLC understand the importance of a quality accounting service at a fair price.

DMC Auditing and Consulting, LLC is a professional CPA firm. Dmitriy Chernyak, Firm Partner, and David Gallagher, Consulting Manager, are licensed CPAs in the State of Colorado. Our firm is a member of the AICPA, Colorado Society of CPAs, and the Government Audit Quality Center (GAQC). The firm partner and staff have over 30 years of performing accounting and audit services for local governments in the State of Colorado. We have vast experience in preparing budgets and managing accounting records for quasi-governmental entities such as the District.

We believe that our firm is large enough to provide the necessary high-quality audit services and financial statement preparation. However, we are small enough to recognize the District's needs and provide that one-on-one attention. We pride ourselves on providing strong communication and keeping our clients informed of our progress as well as any issues we discover. We are a young firm but with a lot of experience in providing accounting and audit services for local governments and quasi-governments.

DMC Auditing and Consulting, LLC is fully independent from the District and all of its component units in all matters, whether in fact or in appearance. Our firm does not have a relationship, whether personal or professional, with the District or Charter School, any of its component units, or personnel.

We are interested in working with the District to provide the requested accounting services for the District's Board of Directors and Finance Committee.

Dmitriy Chernyak, CPA
Firm Partner

FIRM INFORMATION AND QUALIFICATIONS

DMC Auditing and Consulting, LLC is a Colorado CPA firm established in 2017 that specializes in providing quality accounting and consulting services to local governments, quasi-governments, and not-for-profit organizations in the State of Colorado. Our firm separates itself from the larger firms by bringing local government expertise and experience to our clients by focusing on establishing a trusted relationship with the board of directors and staff to provide the best possible service. We aim to provide clients with professional accounting, consulting, and auditing services while establishing effective communication, efficient processes, and professional guidance to generate a positive experience for our clients. We are uniquely able to stay up to date with developments in the local government, not-for-profit industries, and assist with technical issues throughout the year.

Our firm Partner/Owner, Dmitriy Chernyak, CPA, and Manager, David Gallagher, are Colorado-licensed CPAs and professionals with expertise in local government accounting, consulting, and auditing. Collectively, we have over 30 years of audit and accounting and audit experience with local governments in the State of Colorado, including special districts, cities, counties, school districts, charter schools, and other local governments. Our staff have expert knowledge of general accounting as well as the constantly changing GAAP, GASB, GAAS, Yellow Book, Uniform Guidance, and certain IRS requirements to provide our clients with comprehensive and knowledgeable services. We are members of the national AICPA, GAQC, and Colorado Society of CPAs.

In addition, our partner and staff have worked for many years in a local government with a fire department in a finance director role. This uniquely separates our firm from other accounting firms and offers a higher level of understanding of the unique issues in quasi-governments such as the Wellington Fire Protection District.

In addition, Dmitriy and David were lead auditors of many quasi-governments including various districts, cities, counties, school districts, and charter schools. We have a great understanding of the District's accounting transactions, types of revenues and resources, and types of expenditures.

We are experts in proper budgeting for local / quasi-governments and making sure the operating / ongoing costs, debt service, and capital purchases are managed properly.

We will dedicate our partner, manager, and staff to perform the accounting services on a regular basis to meet the District's needs and meet the necessary deadlines and requirements set by the Board of Directors, Finance Committee, and state statutes.

Our firm will perform the work that is reviewed by the manager and/or partner and communicated to District's Board of Directors and Finance Committee.

FIRM PARTNER AND STAFF THAT WILL PERFORM THE WORK

Dmitriy Chernyak, Firm Partner/Owner, is a CPA licensed in the State of Colorado and has performed audits of various school districts, local governments, and not-for-profit organizations in the State of Colorado for over 16 years. In addition, Dmitriy has over six years of experience working in an upper management/finance director role at local governments and understands the financial, administrative, and political complexities of local governments and not-for-profit organizations. Dmitriy has vast experience and expertise in accounting principles generally accepted in the United State of America, financial statement preparation, GASB implementation, implementation and evaluation of internal controls, single audits, and compliance with federal and state requirements. Dmitriy graduated from the University of Colorado at Denver in 2007 with two degrees: a Bachelor of Science in Accounting and a Bachelor of Science in Finance.

David J. Gallagher, Manager, is a CPA licensed in the State of Colorado and has been performing auditing and accounting for various types of local governments and not-for-profit organizations in the State of Colorado for over five years. Similarly, David brings significant local government and not-for-profit accounting experience. David also is highly experienced in accounting principles generally accepted in the United State of America, financial statement preparation, GASB/FASB implementation, implementation and evaluation of internal controls, single audits, and compliance with federal and state requirements. David graduated from the University of Colorado at Denver in 2013 with a Master of Science in Accounting.

Nicholas Bozzo, Staff Consultant, has five years of accounting experience in local government and the private sector. Nicholas has proven that he is a quick learner and has the ability to grasp and understand complex accounting concepts and work efficiently. Nicholas graduated with a Bachelor of Science in Accounting from Bemidji State University in 2017 with a 3.9 GPA.

SERVICES TO BE PROVIDED

DMC Auditing and Consulting, LLC, will perform accounting services as requested by the District's Treasurer, Christine Gaiter, including bank reconciliations, monthly reports, budgeting, and reviewing the accuracy of pay raise calculations determined by the District's decision-makers. In addition, we will perform the following services:

- Accounting and Bookkeeping
 - Use District's QuickBooks Desktop system to manage accounting records and general ledger in accordance with GAAP
 - Perform bank reconciliations and reconcile transactions to bank statement monthly
 - Prepare monthly financial reports for the Board of Directors meeting
 - Prepare financial records for year-end and annual audit
 - Compile payroll information into template to upload to Paylocity bi-weekly with approval from management and staff (temporary)
 - Record / upload accounts payable transactions from Bill.com to Quickbooks weekly (temporary)

- Annual Budget
 - Prepare the annual budget under the guidance of the Finance Committee and Board of Directors
 - Present the budget to the Board of Directors and Finance Committee for review and approval
 - Review the accuracy of pay raise calculations provided by the District decision-makers

Communications with Client

We will communicate with the Board of Directors at meetings and throughout the year as necessary. Any significant issues we encounter will be discussed with the Board of Directors and Finance Committee.

OUR APPROACH

The firm is available and committed to providing the requested accounting services established by the District. We will work with the Board of Directors and Finance Committee to perform these services and meet the timelines set by the District.

Information will be provided electronically. We understand that certain documents are easier to provide as hard copies (in-person). If necessary, we will arrange a time to be on-site.

To gain an understanding of District's current financial position, we will obtain the existing budget and access the accounting records and audits. Upon award and agreement, we will perform a review of the current and prior year accounting records and budget, compare the actual revenues and expenditures to the approved budget year-to-date, examine the bank statements and investments, and create a plan to manage the District's deliverables and timelines to provide the requested services for the District.

We will work with the District's Finance Committee, Board of Directors, and designees to obtain the necessary information and guidance to compile and prepare the budget documents that will be presented to the decision-makers and elected officials.

We will reconcile bank accounts to the accounting records monthly and potentially evaluate other accounts for reconciliation and accuracy based on the available information from the District.

For the annual audit, our firm will review the accounting records to comply them with accounting principles generally accepted in the United States of America (GAAP) and GASB. In addition, we will assist in the preparation of the schedules and supporting documentation for the audit. This will create a smooth audit process for the organization and the audit firm.

We will use our extensive knowledge of local and quasi-governments, such as the District, to make the audit process as smooth as possible with positive results.

Our procedures will be performed mostly remotely. The partner and manager will be available for the Board of Directors, Finance Committee, and those affiliated with organization regularly. Work performed by firm staff will be reviewed through our internal review process.

LICENSED TO PRACTICE IN THE STATE OF COLORADO

The firm of DMC Auditing and Consulting, LLC and the partner and manager listed in this proposal are licensed to practice public accounting in the State of Colorado.

ENGAGEMENT FEES

Fees for providing accounting and consulting services for one year will range from \$38,000 to \$50,000, which will include all the services mentioned in this proposal. However, if the District hires staff to perform the payroll-related and accounts payable services, the fee will reduce accordingly to \$38,000 for one year. Other additions to the scope of services will be negotiated separately with the Board of Directors.

REFERENCES

- Eaton School District – Eaton, CO (Luke Gonzales – 970-590-2221)
- Huerfano County, Colorado – Walsenburg, CO (Kim Trujillo – 719-738-3000 x210)
- Stargate Charter School – Thornton, CO (Lynne Allen – 303-475-4205)
- Swanhorst and Company, LLC – Denver, CO (Wendy Swanhorst – 303-638-3495)

SIMILAR CLIENT NEGAGEMENTS

- Eaton School District – Eaton, CO – 2016-2021 audit accounting and consulting
- Huerfano County – Walsenburg, CO – FY 2022 audit accounting and consulting
- Stargate Charter School – Thornton, CO – 2016-2022 audit accounting and consulting

PREVIOUS GOVERNMENTAL ACCOUNTING/AUDITING EXPERIENCE (AUDIT ENGAGEMENTS)

<i>CLIENT NAME / SERVICE TYPE (YEARS)</i>	<i>LOCATION</i>
<i>City and County Governments</i>	
<i>Huerfano County (2022-2023) (Consulting)</i>	Walsenburg, CO
<i>City of Cañon City* (2012-2016)</i>	Cañon City, CO
<i>City of Wheat Ridge* (2009-2016)</i>	Wheat Ridge, CO
<i>City of Lakewood* (2009-2016)</i>	Lakewood, CO
<i>City of Fountain* (2009-2016)</i>	Fountain, CO
<i>City of Woodland Park* (2009-2016)</i>	Woodland Park, CO
<i>Town of Superior* (2009-2016)</i>	Superior, CO
<i>Adams County* (2009-2012)</i>	Brighton, CO
<i>Clear Creek County* (2009-2016)</i>	Georgetown, CO
<i>Englewood Housing Authority* (2009-2016)</i>	Englewood, CO
<i>Pueblo Library District* (2009-2016)</i>	Pueblo, CO

School Districts

<i>Eaton School District (Weld County SD RE-2) (2022)</i>	Eaton, CO
<i>Thompson School District* (2011-2016)</i>	Loveland, CO
<i>Boulder Valley School District* (2009-2014)</i>	Boulder, CO
<i>Eagle School District* (2011-2016)</i>	Eagle, CO
<i>Morgan County School District* (2009-2016)</i>	Fort Morgan, CO

Charter Schools

<i>Stargate Charter School (2017-2022) (Consulting)</i>	Thornton, CO
<i>Community Leadership Academy* (2009-2016)</i>	Commerce City, CO
<i>Chavez-Huerta Preparatory Academy* (2009-2016)</i>	Pueblo, CO
<i>Ricardo Flores Magón Academy* (2009-2016)</i>	Denver, CO
<i>DCS Montessori Charter School* (2009-2016)</i>	Pine, CO
<i>Cesar Chavez Academy* (2009-2016)</i>	Denver, CO
<i>Challenge to Excellence Charter School* (2009-2016)</i>	Parker, CO
<i>Parker Core Knowledge Charter School* (2009-2016)</i>	Parker, CO

*Audited with prior firm

CONTACT INFORMATION

Should our firm be selected, we would be honored to perform accounting and consulting services for the Wellington Fire Protection District.

We are looking forward to hearing from you. Our contact information is as follows:

Dmitriy Chernyak, CPA

Partner / Owner

DMC Auditing and Consulting, LLC

Phone: 720-422-1352

Email: dmcauditingandconsulting@gmail.com

Mailing Address: P.O. Box 791, Bailey, CO 80421

Proposal for Professional Accounting Services

Green & Associates, LLC
123 North College Ave, Suite 215
Fort Collins, CO 80524
720-839-6458

Green & Associates LLC

Certified Public Accountants & Business Consultants

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- ❑ Commitment to Service
- ❑ Fee Schedule

Green & Associates LLC

Certified Public Accountants & Business Consultants

July 6, 2023

Dear Wellington Fire Protection District:

We appreciate the opportunity to propose our accounting and budgeting services for Wellington Fire Protection District. We can deliver accounting and budgeting services to you in a quality and timely manner. We understand the work to be performed, and are confident that our firm and its staff possess the necessary skills and qualifications in order to provide you with services in the highest quality, and timeliest manner possible. We have the staff and resources to meet the deadlines of your organization.

Green & Associates, LLC was founded on the idea of offering quality accounting and auditing services at a reasonable price while providing service above and beyond most firms. We believe in immediately returning client inquiries and are available for questions throughout the year. We are committed to meeting your timelines and being responsive to your priorities.

We work with your team to minimize the disruption during the accounting process. This is accomplished through prior planning, open communication, and consistency from year to year of the team. The consistency of the team greatly reduces the amount of time you spend updating new staff on the nature of your entity while the clear communication reduces the time responding to requests for documentation and will expedite the entire process. We are confident that we can offer your organization the highest level of client care.

We can commit to you that our firm's approach to client service will continue to surpass your expectations for years to come. Our qualifications and credentials are presented in the attached proposal for your convenience. We are confident that the services our firm can provide the Wellington Fire Protection District. will demonstrate that we are highly qualified. We are committed to resolving issues promptly, responding to requests immediately and meeting with you regularly. Please call me regarding any questions that you may have. I look forward to hearing from you and hope that Green & Associates, LLC can be of service to you.

Sincerely,



David Green, CPA
Managing Member
720-839-6458

123 N College Ave, Suite 215
Fort Collins, CO 80524

Green & Associates • LLC

PHONE (720) 839-6458
www.GreenCPAfirm.com

About the Firm

Green & Associates, LLC is located in Fort Collins, CO and was established with the primary focus to be in providing accounting and taxation services to not for profits and governmental clients. The firm consists of two CPA's and one general accountant. The firm was founded by David Green, CPA who has a strong background in accounting, auditing and taxation.

The firm is a member of the Colorado Society of Certified Public Accountants, the AICPA and the Special Districts Association of Colorado in order to remain current on the areas affecting special districts. Based on the skill level and experience of the staff in place we are confident that we can provide Wellington Fire Protection District with the services requested in the timeframe they are desired.

Quality Control

The firm is committed to the highest level of competency and requires each professional to undergo a minimum of 40 hours of continuing education in audit and accounting annually with at least 24 of those hours in the area of governmental accounting during the reporting period. All professionals associated with the firm are members of the Colorado Society of CPA's and the AICPA. The firm and all professional staff are properly licensed by the Colorado State Board of Accountancy to practice within the state of Colorado.

The firm participates in the AICPA peer review program. During the most recent inspection dated January 13, 2023 the firm received the highest rating possible, a rating of "Pass." The firm carries professional liability insurance which exceeds the amounts required by the Colorado State Board of Accountancy.

Commitment to Service

The top priority at Green & Associates, LLC, is to provide our clients with the highest level of service and to help them identify and solve the problems facing their organization, enabling them meet or exceed their objectives. This is accomplished through a strict adherence to deadlines and by maintaining clear and open lines of communication to continue to meet the needs of our clients even as their business changes. In the course of carrying out an engagement we generate insights and develop information which results in improved controls and greater efficiencies leading to a higher level of financial reporting for our clients.

Similar Clients

We work with a variety of governmental and non-profit organizations which gives us a broad prospective of circumstances districts of varying types are facing. Currently we work with the following fire districts in an audit capacity. Boulder Mountain Fire Protection District, Briggsdale Fire Protection District, Coal Creek Canyon Fire Protection District, Grand Lake Fire Protection District, Lake City Fire Protection District, Lefthand Fire Protection District, and Strasburg Fire Protection District.

Services and Fee Schedule

We will assist you with various accounting functions, including consultation on recordkeeping, recording of transactions, salary and benefit analysis and periodic adjustments, among others. On a monthly basis we will reconcile all bank accounts and perform monthly closing functions. We will provide you with financial information generated from your accounting software including a profit and loss statement and balance sheet. These will be presented on a cash basis but will not be compiled and are intended to be for management use only.

On a monthly basis the financial statements will be generated and all accounts reconciled. Once the financial statements are completed, we will be available to review them with employees of the organization or the Board of Directors as needed. On an annual basis we will work with the finance committee or other group as designated by the District to prepare the annual budget, and assist in the preparation for the annual audit. We will also be available for other projects that may arise during the month.

Optional Services

During our initial inquiry regarding the desired services, it was discussed that the District may begin preparing checks and entering invoices internally. Based on this discussion we are providing a quote for these services separately in the event the District may desire to retain these services. We will record into your accounting software the accounting transactions for the Organization including accounts payable, revenues, and payroll prepared by a 3rd party. We will record the invoices and prepare the checks for all vendors. We will submit these to you for the appropriate signatures and approvals. You will need to review all checks prior to signing them and notify us promptly of any errors.

Our fees are based on the expected time spent on the engagements and are estimated based on our staff's previous experience in the industry, as well as the estimates that were provided by the Organization. Our goal is to help you control your costs and to establish high quality financial reporting in the most efficient manner possible. Our fees for this are outlined below.

Based on our staff's previous experience with similar engagements our proposed fees are \$2,000 for monthly reconciliation of the accounting records, preparation of monthly financial statements and general consultation throughout the month. The accounts payable services as outlined under optional services above may be provided for \$1,000 - \$1,500 per month depending on how often it is required to enter invoices, prepare checks and be on-site at the District. Budget and audit preparation can be provided at a rate of \$200 per hour, which is discounted from our standard hourly rate. This includes the services of the accountant, as well as services of the CPA to provide additional support as needed. These fees are estimated based on preliminary discussions with the District Treasurer and the scope of work outlined in those discussions. If there is further information required or clarification needed, please feel free to reach out to us.

WELLING FIRE PROTECTION DISTRICT

**PROPOSAL TO PROVIDE
PROFESSIONAL SERVICES**



Crady, Puca & Assoc
Certified Public Accountants & Consultants

July 13, 2023

Board of Directors
Welling Fire Protection District
8130 3rd Street
Wellington, CO 80549

Dear Board of Directors:

Enclosed is our proposal to provide professional services for Welling Fire Protection District (the District). We appreciate the opportunity to be your consultants and look forward to establishing a long-term relationship with the District.

Crady, Puca and Associates is a women-owned firm focused on meeting the needs of local governments and nonprofits. One of our goals is to provide a successful client relationship based upon the quality of the professionals within our firm and the responsiveness of those professionals. Let me assure you that this is one of the key strengths you will find with Crady, Puca & Associates.

Obviously, there are many quality accounting firms which are capable of serving the District. I believe one of the key strengths that distinguishes Crady, Puca & Associates is that we are a local firm that provides a team consisting of seasoned professionals. In addition, both professionals have backgrounds in public accounting as well as internal accounting. This allows us to bring a well-balanced approach to our general accounting services. In addition, we focus on serving clientele in the local governmental and nonprofit sectors, which allows us to maintain our expertise in those areas.

We always strive to provide our clients with concise, effective communications. Accordingly, to the fullest extent possible, we attempt to make our proposal documents focused on the key elements of a client's needs and our ability to meet those needs. If we may provide any additional information beyond the condensed contents of our proposal, please let us know.

Sincerely,

Debbie Crady

DEBBIE CRADY, CPA
CRADY, PUCA & ASSOCIATES

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FIRM BACKGROUND

Crady, Puca & Associates was formed with the focus of meeting the needs of small to medium-sized organizations including local governments and nonprofit entities. The firm was organized with the idea of providing auditing, accounting, tax and management services to these sectors.

In our accounting services area, our expertise includes the following services:

- Accounting software consultation and setup
- Monthly and quarterly financial statement preparation
- Accounts receivable and payable data entry
- Balance sheet account reconciliations
- Cash flow analysis and forecasting
- Budgeting
- Audit preparation

Crady, Puca & Associates is a women-owned, Denver area-based CPA firm (the Firm). The Firm is authorized to practice in the State of Colorado as a general partnership under License No. 13131, issued by the State Board of Accountancy. The Firm has two professional staff, both of whom are partners.

Our goal as a Firm is to provide the best service possible, both from a technical standpoint and a relationship standpoint. In this regard, we are committed to serving and partnering with our clients by returning phone calls promptly and always being available to answer questions. We pride ourselves in our ability to work effectively with nonprofits and governments and have focused our practice on serving them.

All key personnel are properly licensed as Certified Public Accountants in Colorado and are members of the American Institute of Certified Public Accountants (AICPA) and Colorado Society of Certified Public Accountants (CSCPA). The Firm also has memberships in the Government Finance Officers Association (GFOA) and the Special District Association (SDA).

Crady, Puca and Associates has received its independent peer review and the reviewers concluded that the Firm meets the quality control standards set by the AICPA. This indicates that our firm was found to have met or exceeded the high professional standards set by the AICPA regarding firm policies, procedures and work performed for our clients. A copy of our 2020 peer review is included in Appendix A.

BACKGROUND OF KEY PERSONNEL

It is our plan that Debbie Crady will lead the accounting engagement and Laura Puca will assist as needed. A brief description of the qualifications and experience of our team follows:

Debbie Crady, CPA, partner, has over 30 years of extensive experience in audit, accounting and business consulting in a variety of industries. Her areas of expertise include financial audits of nonprofits and local governments with an emphasis in special districts including metropolitan, fire and water districts. She also has experience in the preparation of Forms 990 and 990-T. Additionally, she is currently providing consulting and accounting services to a fire district. Debbie's experience also includes serving as a controller for a multi-company corporation where she was responsible for all aspects of accounting to include financial statement preparation, financial statement review, consolidations, implementation of internal control policies and procedures, budget preparation and management of the accounting department. Debbie also served as the Treasurer on the board of a small nonprofit organization. Debbie is a member of the American Institute of Certified Public Accountants (AICPA), the Colorado Society of Certified Public Accountants (CSCPA), and the Government Finance Officers Association (GFOA). She is a graduate of the University of Colorado with a Bachelor of Science in Accounting.

Debbie's computer experience includes Microsoft Office (all versions), Quickbooks Pro and Quickbooks Online, Adobe Acrobat, and other audit software.

Laura M. Puca, CPA, partner, has over 30 years of accounting experience, most of which have been in public accounting. She has diverse audit and accounting experience in a variety of industries, primarily in not-for-profit organizations including foundations and associations, units of local governments including special districts such as metropolitan, fire and water districts and private businesses. Laura's experience includes all phases of audit fieldwork, internal control assessment, accounting services, and preparation of Forms 990 and 990-T. In addition, she has three years of practical experience serving as a director of finance for a local multi-million dollar foundation. Laura currently resides on the board of a metropolitan district in Elbert County. Laura is a member of the AICPA, CSCPA, and Special District Association. She is a graduate of the University of Virginia, with a Bachelor of Science in Accounting and a Master of Science in Accounting with a tax concentration. She is a Virginia native and has been a Colorado resident since 1997.

Laura's computer experience includes Microsoft Office (all versions), Quickbooks Pro, Premier-Nonprofit and Online, Blackbaud's Raiser's Edge, Adobe Acrobat, and other audit software.

As noted above, both partners have extensive auditing and accounting experience and have worked with several fire and other special districts in the past. This prior experience as well as continuing professional education has provided us with the necessary skills to provide audit services to the District.

TRAINING, EXPERIENCE & CREDENTIALS

Training

In an effort to continually maintain the professional competence of our Firm, our partners complete a minimum of forty hours of Continuing Professional Education (CPE) each year. CPE courses include study programs in areas such as auditing and accounting, taxation, advisory services and ethics. Although a number of general courses may be chosen, we elect to complete formal educational programs that assist in developing our expertise primarily in nonprofit and governmental entities.

In addition to CPE, we subscribe to monthly accounting and auditing updates, which provide us with an in-depth analysis of new accounting standards and other developments in governmental and nonprofit accounting. Our membership in professional organizations listed above also assists the Firm in keeping abreast of local laws and regulations that pertain to financial reporting as noted in the Colorado Revised Statutes.

Related Experience

Our recent experience includes (but is not limited to) the following:

Current Accounting and Consulting Services:

- Strasburg Fire Protection District
- Morgan Adams Foundation
- Phamaly Theatre Company
- RMAG Foundation

Audits of Governmental Entities:

- Strasburg Fire Protection District No. 8 (2013 to 2020)
- Bear Creek Water and Sanitation District (2014 to present)
- Snake River Water District (2010 to present)
- Green Mountain Water and Sanitation District (2019 to present)
- Bancroft Water and Sanitation District (2022 to present)
- Broadlands Metropolitan District No. 2 (2013 to present)
- Red Leaf Metropolitan District No. 2 (2014 to present)
- Vintage Reserve Metropolitan District (2013 to present)
- Catamount Metropolitan District (2015 to present)
- Village East Metropolitan District No. 3 (2017 to present)
- Village at Dry Creek Metropolitan District No. 2 (2018 to present)
- Heritage Ridge Metropolitan District (2018 to present)
- Winter Farm Metropolitan District No. 2 (2018 to present)

FIRM REFERENCES

We believe a measure of the professional standing of any accounting firm is the quality of the clientele it has served. The following is a list of references which is provided to you on a confidential basis. We invite you to address your inquiries to any of the following:

Strasburg Fire Protection District Governmental Accounting Service	Heidi Price District Clerk	303.622.4444
Bear Creek Water and Sanitation District Governmental Annual Financial Audit	Jan Walker District Manager	303.986.3442

SERVICES AND FEE ESTIMATE

We propose to provide general accounting services as described below for the District beginning after July 31, 2023.

These general accounting services will include the following duties:

- Assisting District staff with account coding, etc., when needed
- Preparing monthly bank reconciliations
- Preparing monthly reconciliations of all other balance sheet accounts
- Preparing monthly financial statements
- Preparing other reports as requested by the District's management or board of directors
- Attending monthly board meetings
- Assisting in the annual budget preparation
- Assisting the annual audit process including preparation of the annual financial statements
- Assist or prepare the annual form 1096 and 1099 reporting

Our fee estimate for the general accounting services engagement is as follows:

Monthly accounting services*	\$2,000 - \$1,800 per month
Budgeting assistance	\$2,000 per year
Annual audit services	\$6,000 per year
Travel	Actual mileage at the IRS rate

*Includes attendance at one board meeting per month. Additional trips to the District offices will be billed at \$25 per hour for travel time.

The total range for services is estimated to be \$30,000 to \$32,000 per year plus mileage.

The fee range is provided with the assumption that more hours will be required in the beginning in order for our Firm to gain an understanding of the District and its needs. Once the process is developed and working, we expect that the fees will be able to be reduced. This fee is also based upon the assumption that services such as cash receipts and disbursements data entry will be provided by an in-house bookkeeper. If additional time is required to assist with bookkeeping functions such as invoice data entry, running of checks, etc., these hours will be billed at our bookkeeping rate of \$90 per hour. If additional time is needed for grant applications, census reporting, etc., these hours will be billed at our controller rate of \$120 per hour.

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 20, 2021

To the Members of
Crady, Puca & Associates
and the Peer Review Committee of the Colorado Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Crady, Puca & Associates (the firm) in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crady, Puca & Associates in effect for the year ended April 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crady, Puca & Associates has received a peer review rating of *pass*.

Watson Coon Ryan, LLC

Watson Coon Ryan, LLC