

Hidden Valley Lake Community Services District Estimate Scope of Services Extended

Initial scope from 07/06/17 to 09/30/17 - Assess their current level of compliance with accounting principles, Assist staff in development of written Finance and accounting policies/procedures, Provide oversight to Full-Charge Bookkeeper on specific projects, such as audit, financial reporting and others

Extended scope from October 2017 to March 2018 - Completion of 2017 Audit for presentation to Board in December, Revised monthly financial reporting process and schedules, Develop revised Budget process, policies and schedules, Revise Accounting and finance operating policies and procedures, Continuation of financial oversight and advice as needed

Task #	Scope of Work, Task and Actions	Schedule		Estimated Hours and meetings and Lodging			RGS Hourly Billing	Other Costs	Total Est costs
		From	To	Est. Hours	Est. Meetings	Lodging & 1/2 Travel	\$ 110.00	Mileage & 1/2 Travel Time	
								Lodging \$120	

	Completion of 20147 Audit - Review Draft schedules and notes, Develop MD&A, respond to Auditor management letter, target final by December	10/1/2017	11/30/2017	20	1	1.5		\$ 2,200	\$ 224	\$ 2,424
	Revised monthly financial reporting process and schedules	10/1/2017	11/15/2017	20	1	1.5		\$ 2,200	\$ 224	\$ 2,424
	Develop revised Budget process, policies and schedules	10/1/2017	12/31/2017	40	2	3		\$ 4,400	\$ 448	\$ 4,848
	Revise Accounting and finance operating policies and procedures with narratives and forms	10/1/2017	3/30/2017	40	3	4.5		\$ 4,400	\$ 672	\$ 5,072
	Continuation of financial oversight and advice as needed	10/1/2017	3/30/2017	89	8	12		\$ 9,790	\$ 1,791	\$ 11,581
	Extend and Follow up as needed			TBD				\$ -		

Total Estimated Hours and Meetings

209	15	22.5	\$ 22,990	\$ 3,358	\$ 26,348
------------	-----------	-------------	------------------	-----------------	------------------

Mileage Rate at current IRS \$.535/mile

Miles of round trip travel **110**

\$ 883

Other Expenses

\$ 2,475

Contingency - 10% of Est Hours

\$ -

Total Estimated Contract for Services

209

\$ 26,348