

Matthew Dunn, CPA
Certified Public Accountant

4586 Bloomsbury Drive
Syracuse, NY 13215
Mobile: (315) 420-3025
matt@mdunn CPA.com

December 16, 2022

Hon. John Deer
Supervisor
Town of Manlius
301 Brooklea Drive
Fayetteville, New York 13066

Dear Supervisor Deer:

The following is my proposal for continued services to the Town of Manlius, New York. Services provided will be coordinated through the Town of Manlius Town Manager.

General Accounting Services

- Maintain all accounting records per policies and procedures as mandated by Town Policy and NYS Law, including oversight of departmental accounting activity.
- Manage and reconcile bank accounts.
- Process monthly financial reports detailing the financial condition of the Town.
- Prepare and submit the Annual Financial Report Document (AUD) to the New York State Comptroller's office.
- Assist Supervisor and Budget Committee with annual budget preparation.
- Maintenance and support of the Town of Manlius Budget Builder database application.

Other Services

- Perform the annual audit of the Town of Manlius Police Department's cash funds and fiscal accounts per General Order No. 203.
- Maintenance and support of the Town of Manlius Police Department's Case Tracking database application.

Fee Arrangement

The general accounting work will be billed on a flat fee monthly basis at \$3,333 per month (\$40k annually). Other charges will be included on the billing statement for expenses incurred incident to the performance of the general accounting services.

Additional special projects not covered under the General Accounting Services will be scoped and estimated on an individual project basis for Town approval at the hourly rate of \$125.

Termination of Engagement

Either party may terminate the engagement at any time for any reason by written notice, subject, on my part, to the rules of professional responsibility. No such termination, however, will relieve the Town of Manlius of the obligation to pay the accounting fees owed for services performed and other charges owed through the date of termination.

I appreciate the opportunity to service the Town and look forward to our working relationship with you. Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Dunn', with a stylized flourish at the end.

Matthew Dunn, CPA