

# *PROPOSAL*

## *CONTRACTED CPA SERVICES*

*Financial Accounting & Budgetary Support*

Respectfully submitted to:

City of Hubbard, Oregon

Submitted by:

***Summer Sears CPA, LLC***

***Finance & Accounting Support for Local Governments***

## SCOPE STATEMENT & TERM

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As understood from preliminary discussions with City management, City of Hubbard is looking for:

- 1) interim support with monthly General Ledger closing procedures, and
- 2) a contracted Budget Officer for the City's 2021-22 budget process.

The project planning will begin immediately upon execution of an engagement letter and/or contract, with work expected to conclude by June 30, 2021.

## FEE PROPOSAL

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My fee for the above services will be based on a *discounted* billing rate of \$145/hour, plus expenses, if any, with an estimated total fee NOT TO EXCEED \$16,400. Only hours worked will be billed. If needed, travel is billed at 50% rate, plus mileage at the IRS standard rate.

Cost Estimates:

Interim Monthly G/L Closing procedures – max \$1,200/month @ 4 months (Feb-May 2021)

2021-22 Budget Officer – est. 60-80 hours = \$11,600

- Manage budget preparation process
- Build the budget document
- Provide analysis and recommendation(s) regarding specific employment decisions
- Draft budget committee and budget hearing notices
- Draft 2021-22 budget resolutions
- Support management in budget committee meeting(s) and budget hearing
- Draft Form LB-50, Notice/Certification of Property Tax

## TESTIMONIALS

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“Summer possesses skills that make her an invaluable asset to a local government. Her understanding of local government finance became transformative in enhancing, improving, and elevating my city’s finance department. I admired and respected Summer’s professionalism, communication skills, patience, kindness, and ability to work with all levels of our finance team.”

- **Keith D. Campbell ICMA-CM, City Manager, City of Stayton**

“...what an amazing teacher you are! You are incredibly efficient and an all-around pleasure to work with! We appreciate you!!”

- **Paula Burris, Finance Director, City of Bandon**

“Her services exceeded our needs as she aptly managed the daily operations, completed short-term projects, responded to audit inquiries, and made recommendations for streamlining and internal control improvements. I would gladly rehire Summer for any short or long-term government accounting needs. She is a top-notch CPA with a personality to match!”

- **Sandra Montoya, (former) Finance Director, City of Woodburn**

“Summer Sears is an excellent communicator and her accounting skills are of highest quality. She is able to assess the client’s project and see it through with vision, to deliver results exceeding expectations. Whether taking on an acting CFO role or providing selected services, I recommend Summer Sears for her integrity, thoroughness and professional care.”

- **Marc Gonzales, Finance Director (retired), Clackamas County**

“Summer knows local government finance. It is that simple. She combines that expertise with the ability to work well with people. She's a good trouble shooter and problem solver. Our local government community is fortunate to have her available when needed.”

- **Craig Gibons, Executive Director (retired), Tax Supervising & Conservation Commission**

## BIOGRAPHY

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After graduating from Stayton Union High School in Stayton, Oregon, Summer attended Linfield College, a liberal arts college in McMinnville, Oregon, making the Dean's List and graduating Magna Cum Laude with a bachelor's degree in Accounting. College programs included a four-month study abroad in Nottingham, England, and a trip to New York to study securities markets on Wall Street.

Summer was hired by Deloitte & Touche in Boise, Idaho, as a financial statement auditor. Earning an audit manager position, she performed, supervised, and managed audits, reviews, and other procedures for a variety of industries, including retail, construction, nonprofit, education, health care, and government.

Summer has spent the past fifteen years working in Central Oregon and beyond. In addition to contracting and consulting, she was the Controller for the City of Redmond (Oregon) and Finance Director for City of Hood River. She has been a conference speaker and trainer for Oregon Government Finance Officers Association (OGFOA) and Special Districts Association of Oregon (SDAO).

Summer is a member of the Oregon Government Finance Officers Association (associate board member 2019-2021), Oregon Society of CPAs, Government Finance Officers Association (National), and American Institute of Certified Public Accountants.

Outside of work, Summer enjoys the following activities:

- Central Oregon Mastersingers - performer, board member
- Animal Rescue Organizations (various) - volunteer, board and committee member
- Neighborhood Association - board member, Treasurer, Neighborhood Leadership Alliance representative (Bend City Council advisory group)
- United Way of Deschutes County - Community Impact Grant Committee, former board member
- Deschutes County - audit committee member