

# SEIDLER & ASSOCIATES, LTD.

1580 SOUTH MILWAUKEE AVE, SUITE 101, LIBERTYVILLE, ILLINOIS 60048-3770  
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Member:  
National Association Tax Professionals

Illinois Society of  
Certified Public Accountants

**PREPARED FOR: VILLAGE OF LONG GROVE**

**MAY 7, 2022**

## **MONTHLY ACCOUNTING SERVICES**

- 1.Reconcile bank statements and accounting records.
- 2.Prepare reports for board meetings and others as needed
3. Manage the general ledger and assist in recording of cash receipts/receivables, journal entries, manage bank transfers.
- 4.Prepare bi-weekly payroll and manage proper filing of payroll tax returns as well as submission of data to IMRF and ICMA retirement systems
- 5.Process approved vendor invoices and verify all routine vendor bills are received.

## **NON-ROUTINE SERVICES**

1. Preparation of audit workpapers
2. Calculate & process monthly TIFF sales tax payments to bonds.
3. Calculate & process monthly incentive program payments
3. Assist in budget calculations
4. Gather documents related to FOIA requests, workman's comp reporting and other reporting.
5. Water billing review
6. Gather information for, and maintain cash deposit spreadsheet.
7. Mail checks for vendor payments, including cost of postage and envelopes

## **FEE**

Starting with our May 2022 invoice our fee for performing the monthly accounting services items 1 through 5 above is \$2,000 per month, which will be billed on the last day of each month. Non-routine services are billed monthly at an hourly rate of \$125 per hour.

If this proposal meets with your approval, please sign below indicating your acceptance and return to my office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **BOOKKEEPING ENGAGEMENT LETTER: VILLAGE OF LONG GROVE**

We appreciate the opportunity to provide you with Bookkeeping and Consulting Services as outlined on our summary proposal. To ensure a complete understanding between us, this letter will describe the scope and limitations of the services we will provide for you.

We will provide bookkeeping services and will enter and reconcile all accounting transactions related to your company bank and credit card accounts for your company into its QuickBooks Company file and will also enter adjusting journal entries as necessary, including depreciation loan interest and balance adjustments. Will make no audit or other verification of the data you submit and may provide reports which contain portions of financial information; these reports are for internal management use, we will not perform any Audit, Review, Compilation or Preparation of Financial Statements as defined in SSARS 21. While we will discuss and inform you of any irregularities that we encounter, our bookkeeping procedures do not include any procedures designed or intended to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, and you agree we have no responsibility to do so.

In order to complete the service, we will need to obtain information on a timely and periodic basis from your organization. These items include, supporting documents, answers to any question we might have, and any other information that we may require to complete the work of this engagement. These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

We strive to provide you with quality bookkeeping services at a reasonable price and use many third party software and occasionally the services of onsite or offsite "temporary staffing" firms to assist with routine data entry and bookkeeping tasks for your business. These tasks include the posting of transactions and reconciling of accounts in QuickBooks. Use of these firms allows us to better manage workload during crunch times without the need to hire additional permanent staff. These firms typically do not have access to payroll and, income tax return information such as social security numbers, and password or login information to any bank or credit card accounts. Access to QuickBooks files and PDF copies of bank/credit card statements is controlled and password protected by us. All income tax preparation and payroll related services are managed by W-2 employees of Seidler & Associates, Ltd. from our Libertyville Illinois office. The IRS requires me to include the following paragraphs in this document and obtain your signature as proof that I have disclosed this information to you. Please note that the IRS dictated wording refers to our "temporary staffing" firms as tax preparers even though their access to your information is limited to what we have outlined above in this paragraph. The wording of the disclosure is dictated by the IRS and we are required to use it as written.

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than those related to the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution. You are not required to complete this form. Because our ability to disclose your tax return information to another tax return preparer affects the service that we provide to you and its cost, we may decline to provide you with service or change the terms of service that we provide to you if you do not sign this form. If you agree to the disclosure of your tax return information, this consent to disclose may result in your tax return information being disclosed to a tax return preparer located outside the United States. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Duration of consent is unlimited, valid until canceled

I authorize Seidler & Associates, Ltd to disclose information as outlined above and PDF copies of bank/credit card statements for purposes of posting of transactions and reconciling of accounts in QuickBooks to the following entities and others as may be added in the future. Intuit Inc., Intuit QuickBooks online systems, Quicker Bookkeepers, Inc., D & V Accounting Inc., Intuit ProSeries Tax, Smart Vault Inc., Intuit Online Tax, Account Temps and other temporary staffing services.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at [complaints@tigta.treas.gov](mailto:complaints@tigta.treas.gov).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_