

Proposal for Services

CASELLE®

Prepared for

Town of Fraser, Colorado

Prepared by

CASELLE®

1656 S East Bay Blvd, Ste. 100

Provo, UT 84606

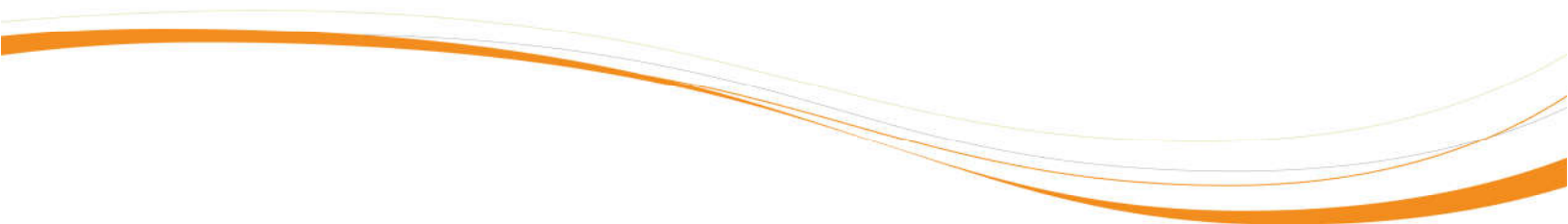
Tel: (800) 228-9851

Fax: (801) 850-5001

www.caselle.com

Submitted on

November 8, 2022



Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All data submitted to the Town of Fraser, Colorado is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Caselle, Inc. The recipient of this document agrees to inform present and future employees of the Town of Fraser, Colorado who view or have access to its contents of its confidential nature.

The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matter are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without Caselle, Inc.'s express written consent.

Caselle, Inc. retains all ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing material, and multimedia.

BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.

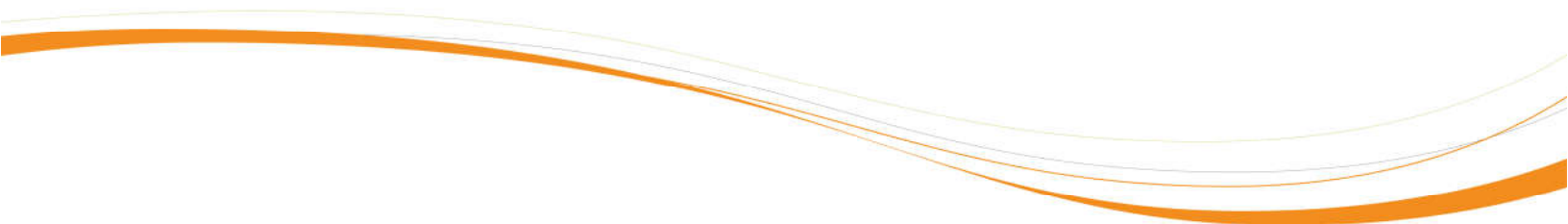


Table of Contents

- Statement of Confidentiality & Non-Disclosure.....i
- Table of Contents.....i
- Executive Summary..... 1
- Proposed Services..... 2
 - Deliverables 2
 - General Ledger Functions..... 2
 - Additional Reconciliation Functions..... 2
 - Periodic Processes 2
- Cost Requirements 3
- Town of Fraser, Colorado Team 3
- Policy for Review..... 4
- Statement of Authorization 5

Executive Summary

Caselle, Inc. is pleased to present the Town of Fraser with this proposal for services. We understand the issues that the Town of Fraser is faced with and recognize the unique opportunity to offer assistance.

Having carefully examined the Town of Fraser's requirements, we are confident that our proposed services will effectively address those needs. Our goal is to provide accurate accounting services for Payroll and General Ledger on contract and to save the Town of Fraser, Colorado hours of labor and buckets of stress. The Town of Fraser will

- Benefit from the expertise of Caselle's technicians, both in using the software and performing tasks for the General Ledger functions.
- Benefit from the confirmation and validation of accurate and supportable information that will be retrievable and reportable from the Caselle General Ledger applications on site at the Town of Fraser, Colorado.

Proposed Services

Deliverables

In the course of this contract, Caselle will deliver the following:

General Ledger Functions

- Reconcile bank accounts on a monthly basis; including recording intergovernmental transfers from county and state for property tax and sales tax as well as miscellaneous receipts and disbursements.
- Print to PDF the Bank Reconciliation reports, Detail Ledger, Journals, and Financial Statement.

Additional Reconciliation Functions

- Reconcile the following subsystems to the General Ledger: Accounts Payable, Payroll, and Cash Receipting, by balancing reports from the subsystems to associated accounts in the General Ledger.
- Review subsystems to ensure transactions are posted correctly to accounts; including making additional journal entries to correct any additional issues that may be discovered during the review.
- Perform the closing routine at the end of the month; including closing the period to prevent or restrict access.

Periodic Processes

- Data file cleanup. Balancing prior period bank reconciliations and journalizing correcting entries in prior periods or years. Reviewing and preparing data and reports for the annual audit.
- Assist with the budgeting process; including entering budget entries, modifying budget entries, creating budgets, and analyzing budgets.
- Perform analysis of records in the Caselle databases to discover duplicate vendors or inactive accounts and recommend when transaction archiving can improve processing speeds.

Cost Requirements

The proposed contract for Town of Fraser, Colorado includes services for reconciliation of bank statements and for balancing subsystems to balances in the General Ledger.

- Item 1: Twelve months of General Ledger paid on a monthly basis at \$1,250 per month

For a total cost of \$1,250 per month

Services may continue for additional months at the Town of Fraser, Colorado's option. Optional adjustments up or down of the rate after twelve months would be made if needed based upon hours of work recorded by Caselle technicians in the first eleven months of service.

Total annual costs of the first twelve months will not exceed \$15,000.

Town of Fraser, Colorado Team

This project will be overseen by Brian Wilkins, VP Finance, MBA. He will be accountable for all aspects of this agreement

General Ledger team members will include Kimberly Olsen, CPA and Fransisco Carreno, MAcc

Policy for Review

Town of Fraser, Colorado agrees to review transactions and reports at the end of each General Ledger period to verify that the terms and conditions of the service proposal are fulfilled. Following the end of these verifications and the closing of the GL period any changes, corrections, or updates that need to be made to data in closed pay periods or GL periods will be calculated and billed as an additional service fee.

Caselle will provide all services herein by transfer of data between Town of Fraser, Colorado and Caselle and/or by remotely accessing the computer system for Town of Fraser, Colorado and working in concert with their personnel to allow them to participate, observe, and learn about the application software and the operations and procedures in a training experience to the extent possible. This data procedure will allow checks, reports, and other work products to be printed in the Town of Fraser, Colorado administration office.

Statement of Authorization

The signatures below indicate each party's acceptance of the terms and objectives stated in this proposal. This proposal is executed by its duly authorized representative.

Town of Fraser, Colorado

Signature: _____

Name: _____

Title: _____

Date: _____

Caselle, Inc.

Signature: _____

Name: Brian Wilkins _____

Title: _____

Date: _____