

Governmental Accounting, Inc.
Accounting Services & Applications

May 1, 2019

Mr. Gavin W. Morgan
Township Manager
Oak Park Township
105 South Oak Park Avenue
Oak Park, Illinois 60302

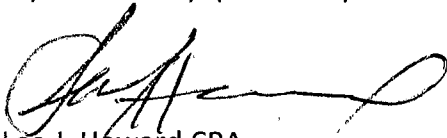
Dear Gavin,

As we end our first year working with Oak Park Township, looking back it has been a productive yet challenging one. To say we were not aware of everything Jack did would be an understatement, but I think we have provided our basic mission and maybe added some improvements along the way. One of our goals is, although contractual, to provide consistent personnel (Nick and I).

The one goal that was not realized was conversion of the accounting system. The balance of our efforts have been consumed with providing fundamental accounting related services. The extent of this endeavor was not predicted. To overcome this we are requesting additional funding on a one year basis to accomplish the accounting system conversion.

We are proposing an additional charge of ^{25,719.96}~~\$26,720.00~~. Payable \$1,643.33 monthly effective May 1 for one year and \$6,000 upon approval for completion of substantive tasks (attached) to provide planning, coordination, direction, design, implementation, and training. This would include Nick onsite one additional day per week, myself and QuickBooks consultants we employ at our cost.

If you have any questions please let me know.



Lee J. Howard CPA
Governmental Accounting, Inc.

Lee J. Howard & Assoc. Ltd. P.C.
Certified Public Accountants and Consultants

Proposal Attachment

Conversion & Training

1. Paylocity Upload: design and implementation 6/01/19
2. Cash Receipts: Forms design – training Becky 7/01/19
3. A/P: Chart of accounts conversion, table design - training Maya 7/01/19
4. Reports: Conversion/Creation of existing reports 8/01/19
5. Overall use of system by departmental heads – training as designated 10/01/19
6. Enter and balance 3/31/19 monthly historical data in to the new system for comparative reports
7. Start Date 9/1/19 – Go live A/P, P/R, C/R and Ledger

Not yet considered: Integration of Quickbooks purchase order with CMHB for use in lieu of current stand alone system (Future consideration w/ CMHB).