



Finance Committee Meeting  
Tuesday, September 7, 2021  
7:30 P.M. or Right After the Board Meeting

LOCATION OF MEETING: 96 RUSSELL DRIVE WITH A VIRTUAL GOTO MEETING OPTION

MEETING ID NUMBER: 162-088-117 CALL IN: (toll free) 1 877 309-2073 MEETING LINK:  
<https://global.gotomeeting.com/join/162088117>

Citizens wishing to submit any public comments should do so by sending an email to [clerktreasurer@randomlakewi.com](mailto:clerktreasurer@randomlakewi.com) by 3:00 pm on the day of the meeting so that it can be provided to the members for their consideration. Citizens wishing to present their comments verbally can join the GoToMeeting using their phone, computer or other internet-capable device and using the meeting number access code specified above. A recording of the meeting will be kept on file.

NOTICE: Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Random Lake, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time. Notice of the Village Board Quorum (**Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting:** Please let the minutes reflect that a quorum of the Village Board are present and that the Village Board members may be making comments if the rules are suspended to allow them to do so.)

### Agenda

1. Call to Order, Roll Call
2. Review and Possible Recommendation of Audit Firm for 2021 Fiscal Year and Future Years.
3. Adjourn.



Jo Ann Lesser <clerktreasurer@randomlakewi.com>

## RE: Audit Reports

1 message

Frantz, Paul <Paul.Frantz@bakertilly.com>  
To: Jo Ann Lesser <clerktreasurer@randomlakewi.com>

Thu, Aug 12, 2021 at 11:04 PM

Good Evening Jo Ann,

Here is the hourly rate information that we discussed earlier this week. Please let me know if you have any questions or concerns. Thanks!

	Standard Hourly Rate	Discounted Hourly Rates	
		3 Year Audit Contract	5 Year Audit Contract
Partner	\$ 425.00	\$ 400.00	\$ 350.00
Senior Manager	\$ 275.00	\$ 250.00	\$ 225.00
Manager	\$ 225.00	\$ 200.00	\$ 175.00
Senior Associate	\$ 190.00	\$ 175.00	\$ 150.00
Associate	\$ 140.00	\$ 135.00	\$ 125.00

\*\*\* Once audit standards have been implemented to a current level; we can move from a time and material (hourly rate contract) to a fixed fee arrangement.

**Paul Frantz, CPA**

**Partner**



Baker Tilly US, LLP  
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# FEES

Hawkins Ash CPAs hereby submits the following all-inclusive audit fees.

2021 Year Only	Financial Audit
Village Audit	\$19,400
Water Utility Audit	\$13,800
Sewer Utility Audit	\$13,800
WDOR Financial Report	\$1,000
PSC Annual Report	\$1,000
<b>Total</b>	<b>\$49,000</b>
TID Audit, if required	\$4,500

3 Year Proposal	2021	2022	2023
Village Audit	\$15,250	\$15,710	\$16,180
Water Utility Audit	\$10,875	\$11,200	\$11,540
Sewer Utility Audit	\$10,875	\$11,200	\$11,540
WDOR Financial Report	\$1,000	\$1,030	\$1,060
PSC Annual Report	\$1,000	\$1,030	\$1,060
<b>Total</b>	<b>\$39,000</b>	<b>\$40,170</b>	<b>\$41,380</b>
TID Audit, if required	\$4,500	\$4,640	\$4,780

We believe it is important for our clients to contact us with questions, problems, or concerns as they arise. Questions or issues of a routine nature are not billed to our clients. Conferences or consultations that require more than a brief phone call or email may be billed at our Firm's discretion and communicated to the client.

## ADDITIONAL SERVICE FEES

There will be a \$1,000 first year setup fee for capital assets and we will maintain the capital asset schedules for \$500 per year. The above fees do not include the accounting assistance, figuring out of capital asset additions, implementation of new Governmental Accounting Standards Board statements, or revisions to generally accepted governmental auditing standards.

If additional services are required, they will be billed out at our standard rates listed below.

Fee category	Hourly rate
Partner	\$285 - \$300
Manager/Senior Manager	\$150 - \$225
Associate/Senior Associate	\$60 - \$150

Randall L. Miller, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Village of Random Lake.

### Randall L. Miller, Partner

rmiller@hawkinsashcpas.com | 920.684.7128  
July 8, 2021

**HAWKINS | ASH**  
Part of your business. Part of your life. **CPAs**

# Professional Fees

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

CLA understands the importance of providing our clients with value-added strategies. We propose to provide routine, proactive meetings — as part of our fee — that will allow us to review and discuss with you the impact of new accounting issues, as well as any other business issues you are facing and how they should be handled. This level and frequency of interaction will no doubt enable CLA to help you tackle challenges as they come up and take full advantage of every opportunity that presents itself.

Professional Services	2021	2022	2023
Perform an audit of the financial statements for the Village of Random Lake for the year ending December 31	\$28,500	\$29,300	\$30,200
PSC Report Compilation	\$900	\$925	\$950
State Report Form Compilation	\$800	\$825	\$850
Additional Fees – Water Utility*	\$2,200	\$0	\$0
Additional Fees – Wastewater Utility**	\$2,200	\$0	\$0
Additional Fees – General Fund***	\$2,200	\$0	\$0
Technology and client support fee (5%)	\$1,850	\$1,550	\$1,600
<b>Total</b>	<b>\$38,650</b>	<b>\$32,600</b>	<b>\$33,600</b>

\* Additional procedures are necessary as the Water Utility was not audited for the prior fiscal year end. CLA will perform additional audit procedures to the initial balance sheet accounts.

\*\* Additional procedures are necessary as the Wastewater Utility financial statements for the prior fiscal year end were not reported on the accrual basis of accounting. CLA will perform additional procedures that are deemed necessary to implement and report on the accrual basis of accounting.

\*\*\*Additional procedures are necessary as the General fund and Governmental Activities financial statements for the prior fiscal years have not reported recent governmental accounting standards. CLA will perform additional procedures that are deemed necessary to implement and report on recent governmental accounting standards.

We have found over the years that our clients don't like fee surprises. Neither do we. We commit to you, as we do all of our clients, that:

- We will be available for brief routine questions at no additional charge, a welcome investment in an on-going relationship.
- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our Technology and Client Support Fee, and we will continue to be transparent with our fee structure.
- Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and we will avoid surprises.



## Billing for phone calls and questions

It is not our policy or practice to bill our clients every time we receive a phone call. In the course of providing our services to you, we will regularly consult with you regarding accounting, financial reporting, and significant business issues. If a specific project is complex or requires significant time or resources, we will discuss the scope of the project and its fee with you first to make sure there are no surprises. While it is difficult to establish an exact policy for billing in these situations, we commit to discussing the request with you in advance of performing our services if we believe the time requirement to provide you the desired assistance is other than routine. We will discuss the scope of the project and our estimate to complete it prior to commencing work.

**Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.**

**At CLA, it's more than just getting the job done.**





Ginny Hinz, CPA  
N4392 French Road  
Freedom, WI 54913  
[ghinzoac@new.rr.com](mailto:ghinzoac@new.rr.com)  
920-858-5559

August 25, 2021

Jo Ann Lesser, Village Clerk/Treasurer  
Village of Random Lake  
P.O. Box 344  
Random Lake, WI 53075

I am pleased to confirm our understanding of the terms and objectives of our engagement that Onward Accounting & Consulting LLC (I, me, my) will provide for the Village of Random Lake (the Village). If the objectives meet with your approval, this letter will serve as an agreement made by and between Onward Accounting & Consulting LLC and the Village.

### **Objectives**

My understanding is the Village currently reports on a modified cash basis of accounting and does not report capital asset data for many of their major funds. The Village is seeking assistance to convert their records to the modified accrual basis of accounting and to compile their capital asset records for inclusion in their financial statements for the 2021 audit. I agree to provide the following accounting services to assist the Village with this process:

- Assistance with the compilation and recording of Village capital asset records through 12-31-2020.
- Assistance with adjusting and/or recording 2021 capital outlay/capital assets.
- Assistance with compiling receivable and payable balances as of 12-31-20 to prepare for the 2021 audit.
- Train Village personnel to utilize their software to record year end transactions on a modified accrual basis.
- Prepare accounting template worksheets for taxes, debt etc. that the Village can use annually to properly record modified accrual transactions.
- Train Village personnel to record any additional modified accrual entries.
- Train Village personnel to reconcile balance sheet accounts.
- Provide additional consultation services on an as needed basis.

### **Client information requirements**

The Village agrees it is solely responsible for the accuracy, completeness, and reliability of the Village's data and information that it provides me for the engagement. The Village agrees it will provide any requested information on or before the date we commence performance of the services.

**Fees**

My professional fees will be billed monthly at an hourly rate of \$100 per hour, with travel related expenses billed additional. I estimate the total fees to range from approximately \$5,500 - \$8,000. An approximate estimate of the hours required by fund is as follows:

General Fund	25 – 35 hours
Water Fund	10 - 15 hours
Sewer Fund	20 – 30 hours

This estimate is based on anticipated cooperation from your personnel and their assistance with requested information. If unexpected circumstances require significant additional time, I will advise you before undertaking work that would require an increase in the fee estimate.

**Agreement**

I appreciate the opportunity to work with the Village and believe this letter accurately summarizes the terms of our engagement. If the Village agrees with the terms of the engagement as described in this letter, please sign and date the enclosed copy and return it to me.

Sincerely,

**Onward Accounting & Consulting LLC**



Ginny Hinz, CPA  
920-858-5559  
[ghinzoac@new.rr.com](mailto:ghinzoac@new.rr.com)

**Response:**

This letter sets forth the understanding of the Village of Random Lake, Wisconsin

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date