



January 1, 2019

The Honorable Mayor Tim Baudier  
City of Harahan  
6437 Jefferson Highway  
Harahan, Louisiana 70123

Dear Mayor Baudier:

RICHARD CPAS (“Firm”) is pleased to provide the City of Harahan (“the City”) with the professional services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between the City and our Firm will be governed by the terms of this Agreement.

**Engagement Objectives and Scope**

The services we will provide to the City will be consulting services (outsourced CFO/Director of Finance services).

The objectives of the consulting services will be as follows:

- Provide supervision and review of financial accounting and reporting staff in the performance of their daily duties.
- Assist in the preparation of monthly financial statements
- Assist in performing financial related projects as directed by the City
- Assist in preparing information related to budget reports
- Provide analysis for the monthly financial statements prepared by the City.
- Provide financial information to the Mayor and Council members for review.
- Assist in the development of a monthly closing calendar, as needed.
- Assist in the development of a cash flow forecasting model, as needed.
- Provide recommendations for organization and staffing for the financial reporting staff.

Our recommendations regarding procedures to be performed and the results of the procedures performed are dependent upon the accuracy and completeness of the representations and information that we receive from you and your team members. Accordingly, inaccurate or incomplete representations could result in inaccurate findings or inappropriate recommendations, and critical recommendations may not be identified.

### CPA Firm Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (“AICPA”). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by RICHARD CPAS regarding financial data or internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters. RICHARD CPAS will act as a contractor in providing management services as outlined in our agreement. Todd Tournillon is not an employee of the City or part of the City’s internal control structure.

### City’s Responsibilities

#### Your Support

We will require the support of your personnel to achieve timely completion of the project. Support includes, but is not limited to, devotion of time of yourself and other employees to work with us as needed, the collection of all relevant documents (paper or electronic) and the coordination of meetings. Failure to receive such support in a timely manner may negatively affect our ability to fulfill the scope requirements described above within the agreed-upon timeframe.

#### Project Management

You will designate a member of your senior management level, who possesses suitable skill, knowledge, and/or experience, (the “Project Sponsor”) to oversee the services and conduct of this project, including coordination of your resources needed and review of draft deliverables. You authorize us to accept instructions from the Project Sponsor for this engagement.

You agree that your personnel assigned to this project are responsible for reviewing any draft deliverables provided by our firm on a timely basis.

#### Management Functions

Your management agrees to:

- make all management decisions and perform all management functions, including determining account codings and approving all proposed journal entries;
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the services, including decisions regarding the implementation of any recommendations provided by us; and
- establish and maintain internal controls as well as monitor ongoing activities.

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us, the proper recording of transactions in the records, the safekeeping of assets, and the accuracy of the financial statements.

**Timing of the Engagement**

We expect to begin our services upon a time mutually determined by the City and the Firm. Our services will conclude upon the earlier of:

- as of the date of our closure letter, or
- written notification of no less than two weeks by either party that the engagement is terminated

**Professional Fees**

Our professional fees for the services outlined above will be as follows for the duration of the engagement.

- Partner                      \$150/hour
- Supervisor                 \$95/hour
- Staff                         \$75/hour

This fee is based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. Out of pocket expense will not be billed separately; these expenses are included in our hourly rates. In addition, this fee depends upon the timely delivery, availability, quality, and completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis.

We appreciate the opportunity to be of service to the City of Harahan. Please date and execute the enclosed copy of this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,  
RICHARD CPAS

*Todd Tournillon*

Todd M. Tournillon  
Member

ACCEPTED:  
City of Harahan

*Richard CPAS*

Name

*Mayor*

Title

*11/1/19*

Date