

LAKESHIA FULLINGTON

SENIOR ACCOUNTANT PROPOSAL

CITY OF HALLANDALE BEACH
FINANCE DEPARTMENT

400 SOUTH FEDERAL HWY
HALLANDALE BEACH, FL
33009

December 29, 2014

Melissa Cruz, Controller

City of Hallandale Beach

400 Federal Highway

Hallandale Beach, FL 33009

Dear Melissa,

I am thankful to have the opportunity to present this proposal to provide financial consulting as a Senior Accountant for the City of Hallandale Beach to assist with your yearend audit.

SERVICES

Below are lists of duties and responsibilities to be performed:

- 1) Prepares various detailed accounting schedules including journal entries to adjust general ledger accounts.
- 2) Conduct audit on related year end schedules and paperwork.
- 3) May arrange for the investments and/or withdrawal of City funds with approved banks.
- 4) Prepares periodic reports, and other reports, upon request; assists in the preparation of the annual budget and other State or Federal reports.
- 5) Performs specialized accounting tasks such as project accounting for grant assistance programs, including account and project set-up.
- 6) Makes journal entries to balance and close monthly and year-end books in general ledger, revenue and expense accounts.
- 7) Reconciles general ledger and subsidiary accounts.
- 8) May coordinate the preparation of the Comprehensive Annual Financial Report (CAFR), including interaction with Auditors, Accountants and other Finance Staff, as necessary.
- 9) Conducts pre- and post-audit assignments including analyzing and verifying accounting records and financial data of City departments.

COMPENSATION/FEES

The hourly fee for my services is \$38/hour, payable on a weekly basis. I expect to work for approximately 12 weeks. Additional weeks can be negotiated at a later time. The City will make available an office for use at the times agreeable. I can begin on Monday January 26, 2015.

SUMMARY

Thank you for the opportunity to work with you. If you need additional information, do not hesitate to contact me. I'm looking forward to working with you.

Sincerely,

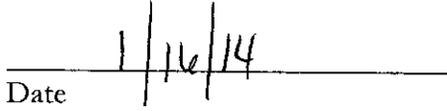
Lakeshia Fullington

PROPOSAL ACCEPTANCE

Your signature below indicates acceptance of this proposal and the terms and conditions herein.

For: Lakeshia Fullington

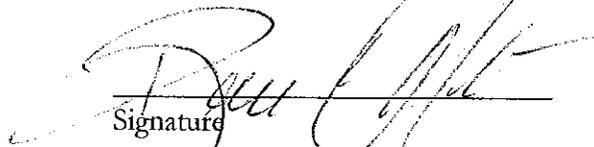

Signature

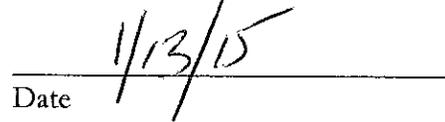

Date

Name: Lakeshia Fullington

Title: Consultant

For: City of Hallandale Beach Fin Dept.


Signature


Date

Name: Renee C. Miller

Title: City Manager