June 5, 2019

Eric Vasquez, Executive Director
and
Board of Directors
Regional Coalition of LANL Communities

Dear Mr. Vasquez and Board Members:

Thank you for inviting us to submit this proposal to provide accounting service to the Regional Coalition of LANL Communities (RCLC).

Our services will be conducted in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA). The compilation of financial statements each month will comprise the Statement of Financial Position, and the related Statement of Activities in accordance with accounting principles generally accepted in the United States of America. The financial statements will comply with Governmental Accounting Standards Board (GASB) requirements. We will also provide the accompanying Budget to Actual statement as supplementary information for purposes of additional analysis.

Our firm has been in existence for over forty-six years. We have provided services to many not-for-profit and governmental organizations during that time. With these years of experience, we have a wealth of knowledge that we share with our clients. We act as a professional partner and resource of information for them. Our philosophy at Zlotnick, Laws & Sandoval, P.C., is to be proactive and remain a year-round resource for accounting and auditing matters. This philosophy has allowed the firm to grow and create long-term working relationships.

The individuals from our firm that will be assigned to provide the accounting services are Richard Sandoval, Partner in the firm, and Keith Sorensen, senior Staff Accountant. We have combined accounting and audit experience of over 50 years and specific fiscal agent experience of over 23 years. We are a local firm which allows for a convenient working relationship.

The attached proposal identifies our response to the scope of work requested in your RFP, as well as the specific experience of staff assigned to the engagement and the businesses served.

We look forward to hearing from you.

Sincerely,

Richard D. Sandoval

Richard D. Sandoval, CPA
Proposal for Accounting Services
Regional Coalition of LANL Communities

Engagement Scope
Our firm will perform the following services for the RCLC:

- Provide bookkeeping and accounting services in an established accounting system to perform fund accounting and budgeting in accordance with applicable standards. The accounting system will allow for proper reporting of revenues and expenditures to the Board and grantor agencies and the Department of Finance and Administration to fulfill their reporting requirements. The financial statements will be maintained using a fiscal year from July 1 to June 30.
- Perform monthly bank reconciliation of the RCLC bank accounts in a timely manner.
- Maintain vendor records and perform annual IRS required Form 1099 reporting on behalf of RCLC.
- Perform the annual billing function on behalf of the RCLC to member entities and/or grantor agencies.
- Maintain records of all receipts deposited into RCLC accounts, and records of disbursements accounted for to provide all reporting of detailed transactions related to the activity of the RCLC. This information will be maintained in the form of a General Ledger and will be provided to the RCLC each month as additional supplementary information that will accompany the monthly financial statements.
- Assist the RCLC with the annual Tier 4 Agreed-upon Procedures (AUP) engagement by providing the independent accountant with the relevant financial information for completion.

We will meet with the Executive Director to establish a timeline for the deliverables indicated above. This will ensure that the services are performed in a timely and efficient manner. In addition, the reporting format of the financial statements will be discussed early in the engagement so that the financial statements are developed with the grantor/oversight entity reporting requirements in mind.

The workflow will be discussed and developed so that segregation of duties is established over the financial transactions of RCLC. The approval, recording and payment of transactions will be segregated to ensure that no one party maintains control of the whole transaction.

Cost
The estimated monthly fee for providing the services in non-quarter months will be approximately $300 per month plus applicable gross receipts tax (currently 8.4375%). The fee will increase slightly in the quarter months (October, January, April, July) when we must prepare reports to grantors and the NM Department of Finance and Administration. The fee for the quarter month should not exceed $425 plus gross receipts tax.

There is a one-time company set-up fee of $500 plus gross receipts tax to establish the RCLC in our accounting system that includes the formatting of the chart of accounts and financial statements. This includes posting beginning of year balances for the RCLC.
Experience of Engagement Personnel

Richard D. Sandoval
Rick is a partner in the firm and a licensed Certified Public Accountant. He will be the manager of the engagement. Rick has over 33 years’ experience providing bookkeeping, accounting, tax and audit services. The clients that he serves include both private businesses as well as non-profit and government type entities. His experience specifically related to fiscal services performed for government entities follows.

Northern Area Local Workforce Development Board (17 years, 2001-current)
New Mexico Children’s Foundation (18 years, 2000-current)
Edgewood Soil & Conservation District (2015-current)
North Central Solid Waste Authority (6 years, 2011-2017)
Regional Development Corporation (2 years, 2002-2003)

Keith Sorensen
Keith is a CPA candidate and senior staff member in the firm with 17 years’ experience. Keith will be involved in the posting and maintenance of the RCLC financial records and will work closely with RCLC contract personnel. His experience specifically related to fiscal services performed for government entities follows.

Northern Area Local Workforce Development Board (6 years, 2013-current)
Edgewood Soil & Conservation District (2015-current)
New Mexico Restaurant Association (2009-2015)