

**WEST HANOVER TOWNSHIP
DAUPHIN COUNTY, PENNSYLVANIA**

RESOLUTION 2021-05

RESOLUTION by the Board of Supervisors of West Hanover Township, Dauphin County, Pennsylvania appointing a Township Accountant to provide monthly accounting, bookkeeping and accounting support related services to the Township.

NOW, THEREFORE, BE IT RESOLVED, that the accounting firm of **Diana M. Reed & Associates, PC** is hereby engaged for the purpose of providing monthly accounting services of a necessary and recurring nature for West Hanover Township through the calendar year 2021.

FURTHER BE IT RESOLVED that the services and the compensation for monthly accounting services shall be made in accordance with list of services indicated in the proposal received in December 2020. A copy of the proposal and confirmation letter is attached hereto and made part of this Resolution.

ADOPTED by the West Hanover Township Board of Supervisors this 4th day of the month of January 2021.

ATTEST:

WEST HANOVER TOWNSHIP
BOARD OF SUPERVISORS
DAUPHIN COUNTY, PENNSYLVANIA


Donald Steinmeier
Secretary/Treasurer


Stacey Connors
Chair

(SEAL)





Diana M. Reed & Associates, PC
CERTIFIED PUBLIC ACCOUNTANTS
Relationship-committed, results-driven.

December 30, 2020

BOARD OF SUPERVISORS
WEST HANOVER TOWNSHIP
7171 ALLENTOWN BLVD.
HARRISBURG, PA 17112

The following is a partial list of services available from Diana M. Reed & Associates, P.C. We hope to better meet your expectations of service from our firm by clearly identifying the particular services to be provided and their frequency. This letter also differentiates between and highlights our responsibilities and yours. The agreement covers services for the year ended December 31, 2021.

Responsibilities

Your responsibilities and areas of expertise include the following:

- assuming all management responsibilities and for overseeing any bookkeeping services, tax services, or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience.
- evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred, unless they are clearly inconsequential.

Services

We have marked the frequency of the services that we expect to provide. Please review the following information and make any changes necessary.

BOOKKEEPING SERVICES	MONTHLY	QUARTERLY	ANNUALLY
Record transactions/journals	X		
Post general ledger – Misc. funds		X	
Accountant proposed journal entries	X		
Reconcile bank statements	X		
Prepare payroll tax returns		X	
Prepare W-2s			X
Other bookkeeping services:			As needed

ACCOUNTING/AUDIT PREPARATION SERVICES	MONTHLY	QUARTERLY	ANNUALLY
Draft Basic Financial Statements			x
Review general ledger accounts (all funds) and propose necessary journal entries			X
Prepare necessary workpapers for use by auditors			X
Review fixed asset records			X
Grant management service to include:		As needed	
Review of grant documents for filing requirements			
Review of expenditures and receipts to monitor progress within parameters of grant documents			
Draft GASB 34 compliant financial statements for use by appointed auditors			X
Special projects as requested			
Other:			

OTHER SERVICES	MONTHLY	QUARTERLY	ANNUALLY
Accounting assistance			As needed
Accounting systems set-up or revision			
Management consultations			
Budget Assistance			X
Other services: Preparation of DCED report			X

Our fees for the above services will be based on the time expended at our standard rates, ranging from \$76 - \$200 and will be billed to you monthly or quarterly, payable on receipt. We must reserve the right to suspend or terminate our work in the event that we do not receive timely payment. Such suspension or termination may cause failure to meet deadlines imposed by the government, your lenders, or other third parties.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If this office receives no response from you, then we will not provide you with any professional services.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Sincerely,

Diana M. Reed & Associates, PC

Diana M. Reed & Associates, P.C.

Accepted

by: _____ Date: _____