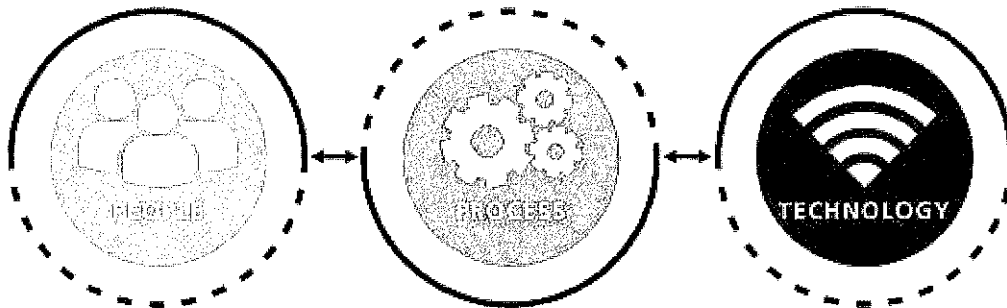


PROPOSAL TO PROVIDE CLIENT ACCOUNTING ADVISORY SERVICES

PREPARED FOR CITY OF MARINE CITY
NOVEMBER 1, 2021

TABLE OF CONTENTS

| | |
|---|---|
| Executive Summary | 2 |
| Why UHY? | 3 |
| Government Expertise | 4 |
| Value-Added Services | 4 |
| Client Accounting Advisory Services (CAAS) approach | 5 |
| CAAS Technology | 6 |
| Biographies | 7 |
| Proposed Fees | 8 |



EXECUTIVE SUMMARY

Thank you for allowing us the opportunity to submit our proposal to provide accounting and financial services to City of Marine City. We provide a unique value proposition and are confident that we will be able to support you by us demonstrating our strong ability, desire and commitment to serve your organization as its trusted business partner.

Consistent year-to-year staffing will allow us to work closely with City of Marine City and spend time familiarizing ourselves with your organization, your business model, processes and systems, all of which we see as fundamental to developing a long-term business relationship with you.

As a national professional services firm, UHY Advisors (UHY) is committed to client service that is personable, value-added and cost-effective – *The Next Level of Service*. We pride ourselves on knowing the work we do will be based on a thorough understanding of your organization as well as the issues faced by City of Marine City.

Open, ongoing communication is an important component of our service. Each member of our team will be personally available to respond to your needs throughout the year.

Again, thank you for the opportunity to work with City of Marine City. We are confident we have the right people, process and technology to provide your organization with high-quality service that is responsive to your present and future needs. We place a great emphasis and value on the relationships we have developed with our clients and look forward to developing the same relationship with your organization.

We look forward to reviewing our proposal with you and answering your questions.

Sincerely,

Kane Polakoff
National CAAS Leader

Paul Bailey
Partner

JoAnne Thompson
Director, CAAS Services

WHY UHY?

UHY offers an exceptional competitive advantage – we bring the industry expertise, the client experience, and the depth in skills you would expect from a national CPA firm along with the personalized attention you expect from a local firm. **UHY specializes in providing high quality, value-added services with superior technical capabilities.**

UHY - THE RIGHT SIZE

We serve our clients through delivering solutions and bringing unparalleled industry experience to bear.

- **Great Lakes Region.** The Great Lakes Region is comprised of five locations in Farmington Hills, Ann Arbor, Detroit, Sterling Heights and Port Huron, offering the services and expertise of over 300 professionals.
- **United States.** Our United States practice is comprised of 21 offices and is one of the largest professional services firms in the United States.
- **Global.** UHY International (UHYI) is a global organization with over 8,300 professionals/staff in more than 300 offices in over 100 countries. UHY is ranked the 16th largest professional service firm in the world.

UHY - THE RIGHT CHOICE

Benefits to working with UHY include:

- Focus on developing new ideas, addressing your most difficult challenges to facilitate long-term growth
- Executive professionals with an average of 20 years' experience in their specialty areas
- Consistent (year-to-year) staffing of individuals who understand your industry and business
- A commitment to identify and resolve issues in a timely and efficient manner

UHY - THE NEXT LEVEL OF SERVICE

UHY's commitment to client service is personable, value-added and cost-effective. Our goal is to exceed our clients' expectations on every engagement. These fundamentals are the foundation of our practice:

- Currently providing services to similar organizations
- Proactive discussions to get it right the first time – ***no surprises***
- Engagement team members with prior experience serving as controllers and CFOs
- Dedicated client-focused engagement team

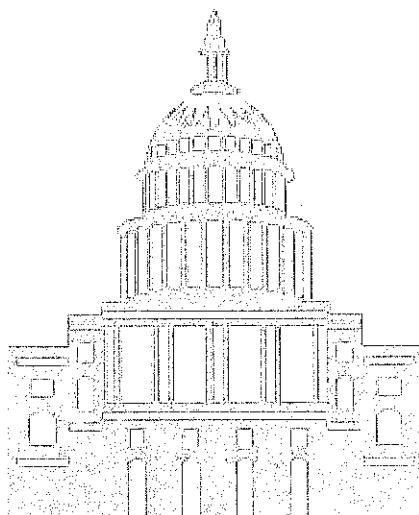
GOVERNMENT EXPERTISE

UHY's governmental team includes approximately 100 professionals who are engaged in providing services to entities like the City of Marine City. Our team currently provide services to more than fifty local units of government.

With our internal capabilities and years of experience, we have the capacity to serve governmental organizations with distinction through the support of our National Government Practice.

The professional services UHY provides to governmental organizations at the state and local level is an important and significant portion of our accounting, auditing, and consulting practice. We have a designated group of professionals dedicated to government accounting, auditing, and consulting services. This combination of diverse skills and knowledge will provide the City of Marine City with premium accounting services and adequate bench strength to meet the needs of the City of Marine City on a timely basis.

Many of our governmental audit clients utilizes the BS& A software that the City of Marine City uses.



VALUE-ADDED SERVICES

Our professionals place great emphasis on bringing value-added services to each and every client. Examples of value-added services include:

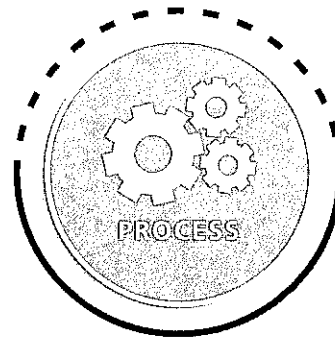
- Providing annual graphs that break down our clients' financial trends into visual, year-to-year comparisons
- Helping clients develop policies and procedures by reviewing proposed procedures and providing examples from other nonprofit entities
- Providing industry and topic-specific training for our clients' staff and board members
- Communicating industry best practices to our clients for their benefit and helping them implement those practices
- Monitoring industry publications, news and pass on relevant financial and non-financial information to help our clients better improve their businesses

CLIENT ACCOUNTING ADVISORY SERVICES (CAAS) APPROACH

Many organizations are more effective in operational areas of their organization, and accounting and finance functions are often viewed as a second thought. UHY can assist you in the deployment of enhanced technologies, refined processes, and highly skilled resources to get your finance and accounting functions in order. We can take over time-consuming financial tasks and provide you with timely and accurate information so you can focus on the future of your business and its strategic goals.

Our team will take a collaborative approach to digitally transform your back office and provide a variety of services to add value to your organization, including:

- CFO and controller services
- Financial statement preparation and advisory services
- Technology solution deployment
- Accounts payable and accounts receivable services
- Reconciliations (e.g. bank, credit card)



ENHANCED TECHNOLOGY SOLUTIONS

Our systems and tools enable us to provide greater operational and financial efficiencies which allow us to deliver the next level of service to our clients. Our cloud-based platforms provide integrated solutions which help automate your process. For example, we use an accounts payable workflow to route, approve, and disburse invoices through an electronic automated process. Solutions such as accounts payable workflow will give greater transparency and efficiency to your business.

WHY AUTOMATE AND DIGITALLY TRANSFORM?

With the ever-changing business environment, there is a need to use tools and technologies such as macros/scripts, workflow enhancement, software robots, and artificial intelligence to perform a set of activities more efficiently. We have addressed these needs to digitally transform our technology and processes to achieve greater efficiencies. We can do the same for your organization. There are significant benefits to adopting and increasing automation and digitization in your organization:

- Free up capacity so you can reallocate your resources to higher value activities
- Improve the customer and supplier experience by increasing workforce effectiveness and transparency
- Reduce period close times and improve process transparency
- Develop key performance indicators to effectively manage and drive your mission

CAAS TECHNOLOGY

FINDING THE RIGHT TECHNOLOGY FOR OUR CLIENTS

UHY takes an agnostic and customized approach to software recommendations to build and transform your financial organization. We spend the time upfront working with you to understand your 'As Is' process and determine what platforms and tools should be deployed to enhance your accounting back office.

It is even more critical during these difficult times with the pandemic to find the right solutions to give you and your employees the ability to work remotely efficiently and securely. We partner with many different technology service providers which helps gives us the training and awareness of the latest and greatest technologies we can deploy to our clients.



There are many cloud-based platforms and applications we specialize in, including:

CLOUD-BASED ACCOUNTING PLATFORMS

- Sage Intacct (SIAP)
- FinancialEdge
- QuickBooks (Online and Desktop)
- Xero
- NetSuite
- Microsoft Dynamics
- Accounting CS
- Sage 100 Cloud

TECHNOLOGY TOOLS

- Bill.com
- Yooz
- Concur
- Blackline
- Tallie
- BNA
- Planful
- Avalara
- Qvinci
- Raiser's Edge
- Planful
- Avalara
- Qvinci

BIOGRAPHIES

We will provide City of Marine City with a dedicated and experienced team who will work closely together to ensure that our services are conducted as smoothly as possible.



KANE POLAKOFF – NATIONAL CAAS PRACTICE LEADER

Kane has over 22 years' experience in delivering high value integrated solutions globally, and leading consulting and business process services engagements, including more than 10 years' experience in the restaurant and franchise industry. Career achievements in building new lines of business from the ground up as well as reinvent organizations to be more competitive within the marketplace by deploying cutting edge technology, robust processes and creating a center of excellence. Kane is the national practice leader for UHY Advisors' Client Accounting Advisory Service (CAAS).



PAUL BAILEY – PARTNER

Paul is a leader of the audit and assurance department. He has nearly 40 years of experience auditing and consulting commercial, governmental units and nonprofit organizations in the state of Michigan. Paul's experience includes auditing of cities, counties, townships, school districts, and nonprofit organizations, as well as commercial enterprises and related tax services. He performs management advisory services for a number of nonprofit and governmental clients, which has included utility rate studies, budget and financial forecasting, financial expertise and testimony for labor negotiations.



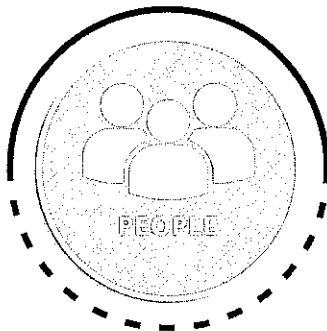
JOANNE THOMPSON – DIRECTOR, CAAS SERVICES

Joanne is a highly accomplished finance executive with 25+ years of experience in the private equity and non-profit sectors. She has a diverse range of experience including real estate development & management; full-service marinas; software development and SAAS businesses; food service; retail, customer service and much more. JoAnne's skill set includes distressed asset turn around, due diligence; financial modelling; budgeting; back office/business administration systems development; software assessment, selection and implementation; multi-office integrations; risk management and HR management.



TAMMY PITZER – SENIOR ACCOUNTANT

Tammy is a senior in our governmental services departments and will be responsible for working with the engagement team on execution and strategy. She has more than 30 years of experience auditing cities, villages, townships, and school districts. Tammy possesses a vast amount of experience providing accounting and auditing services to governmental organizations, including public schools. Her experience includes serving on the audits for Marysville Public Schools, South Lake Schools, New Haven Community Schools, Lakeview Public Schools, and the Michigan School for the Arts.



PROPOSED FEES

Based upon our understanding of your financial information obtained to date and our discussion with you, we have developed the following fee proposal for our professional services:

CORE SERVICES INCLUDE:

- Oversight and support of daily transaction processing, including accounts receivable (processing payments and/or invoices), accounts payable (processing purchase orders and/or invoices, reviewing reports, processing payments, submitting Positive Pay file), cash receipts (recording cash receipts to the ledger), reconciling bank activity, reconcile utility billings, and other duties as appropriate.
- Reconciliation of vendor invoices, and rebilling to appropriate parties (Retiree Health Care, Library system, etc.
- Preparation of monthly financial statements, including reconciling general ledger balance sheets accounts (including cash, investments, fixed assets and other balance sheet accounts, reviewing revenues and expense accounts for appropriateness of transactions and creating workpapers to support the financial statements. Includes cleaning up general ledger and bringing current.
- Audit assistance, as requested.
- Attendance at finance and/or other meetings, as requested.
- Documentation of accounting processes and procedures and internal controls

Much of our work will can be performed remotely, and we will require remote access to the appropriate systems to work efficiently.

Our fees for these services will be invoiced based upon our current billable rates, as follows:

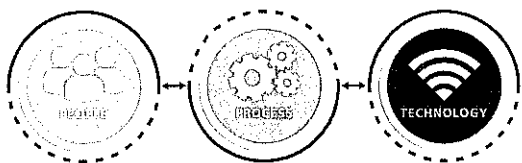
| | |
|---------------------------|----------------|
| Accounting Associate | \$125 per hour |
| Accounting Senior | \$150 per hour |
| Accounting Manager | \$225 per hour |
| Accounting Senior Manager | \$235 per hour |
| Director | \$300 per hour |
| Practice Leader | \$350 per hour |

We strive to keep our fees at the most reasonable level consistent with the highest professional standards. We work in a team approach, assigning the right level of staff to the work.

Fees are billed monthly; however, we provide weekly status reports of work progress and fees so that you can monitor project appropriately.

We look forward to a good working relationship with you, one that is professionally satisfying and makes sound business sense for all parties.

If our fee estimate is not in line with your expectations, we would like to discuss further and assess the balance between scope, cost and value. We have taken measures to be price sensitive on all of our engagements and encourage a candid dialogue regarding our proposed fees.



27725 Stansbury Blvd., suite 210 Suite 630
Farmington Hills, MI 48334
Telephone: 248-355-0280
Fax: 248-355-1084

UHY LLP is a licensed independent CPA firm that performs attest services in an alternative practice structure with UHY Advisors, Inc. and its subsidiary entities. UHY Advisors, Inc. and UHY LLP are U.S. members of Urbach Hacker Young International Limited, a UK company, and form part of the international UHY network of legally independent accounting and consulting firms.

UHY Advisors, Inc. provides tax and business consulting services through wholly owned subsidiary entities that operate under the name of "UHY Advisors." UHY Advisors, Inc. and its subsidiary entities are not licensed CPA firms.

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Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640423258
Invoice Date: 12/20/21
Amount: \$2,550.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|--------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through November 30, 2021 | |
| Professional Fees | 2,550.00 |
| 64024587 City of Marine City-CAAS Total | <hr/> 2,550.00 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 2,550.00 |

Detailed specification

| Date | Description | Hours |
|--------------------------------|---|--------------|
| Professional Fees: | | |
| <i>Denise Klieman:</i> | | |
| 11/15/21 | Meeting with client | 1.00 |
| 11/17/21 | On site with client - reviewed banking reporting pertaining to fund accounting and next steps | 3.00 |
| 11/20/21 | Retirement payroll training, regular payroll training, tax payment training, remittance review training | 3.50 |
| 11/29/21 | Picked up Daily receipts on site - Worked with UHY staff to transfer ongoing work Discussion pertaining to workbook daily sales | 2.00 |
| 11/30/21 | Discussion with Mary Ellen pertaining to payroll entries needed, discussion with UHY Staff on December monthly planning | 1.25 |
| | <i>Denise Klieman Total</i> | <u>10.75</u> |
| <i>Youssef Krayem:</i> | | |
| 11/29/21 | Bank Reconciliations | 5.00 |
| 11/30/21 | Bank Reconciliations | 6.00 |
| | <i>Youssef Krayem Total</i> | <u>11.00</u> |
| <i>Melissa Gregoire:</i> | | |
| 11/11/21 | Schedule meeting with client and staff. | 0.25 |
| 11/12/21 | Meeting with client and staff. | 0.50 |
| 11/15/21 | Meeting with staff and client. | 0.50 |
| | <i>Melissa Gregoire Total</i> | <u>1.25</u> |
| Professional Fees Total | | <u>23.00</u> |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640424511
Invoice Date: 1/17/22
Amount: \$13,725.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|---------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through December 29, 2021 | |
| Professional Fees | 13,725.00 |
| 64024587 City of Marine City-CAAS Total | 13,725.00 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 13,725.00 |

Detailed specification

| Date | Description | Hours |
|--------------------------------|--|--------|
| Professional Fees: | | |
| <i>Denise Klieman:</i> | | |
| 12/2/21 | On site - weekly payroll, receivables input | 3.50 |
| 12/3/21 | Worked with Payroll remittances due on Monday Set up calendar for processes | 2.50 |
| 12/6/21 | On site - payroll remittances completed, reviewed payroll reports, and tax reporting | 4.00 |
| 12/7/21 | Review Bank Rec reports - ongoing review of payables | 1.50 |
| 12/10/21 | Reviewed Workpaper and discussion on inputting revenue and expenses into BS A | 1.00 |
| 12/13/21 | On site discussion with client and staff regarding entry input | 1.00 |
| 12/16/21 | Payroll prep for Bi Weekly and Retirement | 3.00 |
| 12/20/21 | On Site Payroll Retirement and Active/ Tax payment form - adjustment pertaining to Administrative Fee | 6.00 |
| 12/21/21 | Worked on Bank Rec - contacted Auditor addl work to complete | 1.00 |
| 12/22/21 | Bank Reconciliation work | 1.50 |
| 12/27/21 | On site to Pick up paperwork for payroll reporting W-2 etc | 2.00 |
| 12/29/21 | Onsite review of W-2, 941, state withholding, MESC, Quarterly reporting, Bank Reconciliation review | 4.00 |
| <i>Denise Klieman Total</i> | | 31.00 |
| <i>Youssef Krayem:</i> | | |
| 12/1/21 | Daily Cash Receipts analysis for August | 2.00 |
| 12/2/21 | Processed regular payroll for period 11/15/2021 - 11/30/2021 | 5.00 |
| 12/2/21 | Tested BS&A by creating payroll batches to make sure everything works properly. I had to contact BS&A help desk to walkt me through the process | 3.00 |
| 12/3/21 | - Cash Receipts Analysis for June, July, and August. | 5.00 |
| 12/3/21 | - Created Tax Disbursement Vouchers (11/16/2021 - 11/30/2021) | 3.00 |
| 12/6/21 | Created payroll vouchers manually in Excel to process online payments | 4.00 |
| 12/7/21 | Created Control sheets (daily cash receipts) for October 21 and November 21 for general, water and sewer, and cemetary funds | 2.00 |
| 12/8/21 | Downloaded reports from Point&Pay website to reconcile online payments against what was posted in general ledger for July 21, and August 21 | 1.00 |
| 12/9/21 | BS&A Testing Setup, Access and Payroll Batches | 3.00 |
| 12/10/21 | Payroll 11/30/2021 | 5.00 |
| 12/13/21 | Created Payroll Vouchers to Process Online Payments | 4.00 |
| 12/14/21 | - Worked on July 21 cash reconciliation for payroll fund. - Reviewed August 21 cash reconciliation for payroll fund | 4.00 |
| 12/15/21 | Reviewed Cash reconciliation for payroll fund for September 21, October 21, and November 21 | 4.00 |
| 12/16/21 | Tax Disbursement process | 2.00 |
| 12/16/21 | "Reviewed/Approved timesheet cards and uploaded into payroll software to process - Had to contact BS&A help desk to setup my account properly " | 3.00 |
| 12/17/21 | Created payroll batches for regular and retiree payroll for period 12/1/2021 - 12/15/2021 | 4.00 |
| 12/20/21 | Spent all day at the client | 8.00 |
| 12/21/21 | - Reviewed June 21 cash reconciliations for general and tax funds. - Reconciled cash for tax fund for August 21, reviewed it with Denise | 6.00 |
| 12/22/21 | Reconciled tax fund for September 21 | 6.00 |
| 12/23/21 | Reconciled tax fund for October 21. Met with Denise to discuss issues | 6.00 |
| 12/27/21 | Reviewed June 21 and July 21 cash reconcilaitions for general fund because cash balances had changed after adjusted journal entries were posted in June 21 | 6.00 |
| 12/28/21 | Reviewed June 21 and July 21 cash reconcilaitions for general fund because cash balances had changed after adjusted journal entries were posted in June 21 | 6.00 |
| 12/29/21 | - Reviewed bank transfers between funds - Cleared outstanding checks in BS&A for September 21 - Created payroll reconciliation for December 2 | 6.00 |
| <i>Youssef Krayem Total</i> | | 98.00 |
| Professional Fees Total | | 129.00 |

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640425325
Invoice Date: 2/14/22
Amount: \$21,020.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|--|---------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through January 31, 2022 | |
| Professional Fees | 21,020.00 |
| 64024587 City of Marine City-CAAS Total | <hr/> 21,020.00 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 21,020.00 |

Detailed specification

| Date | Description | Hours |
|-----------------------------|--|-------|
| Professional Fees: | | |
| <i>Denise Klieman:</i> | | |
| 1/3/22 | On site -Payroll work and additional year end work | 8.00 |
| 1/4/22 | Stonegarden report completed and sent to County | 0.50 |
| 1/5/22 | Multiple Payroll remittances, Property Tax upload board review, | 3.50 |
| 1/7/22 | Conversation with staff pertaining to ongoing work Bank Reconciliations | 1.00 |
| 1/10/22 | On Site, year end quarterly reports 941, 945, MESG, Michigan Annual, W-2's and 1099 R ready to print, Paid remittances for January 6th payroll, prepared tax payments to county | 8.00 |
| 1/11/22 | On site Marine City Completed 1099 R, 1099 and W-w2 worked on payroll updates | 4.00 |
| 1/12/22 | Payroll follow ups | 1.00 |
| 1/13/22 | accounting work | 0.50 |
| 1/14/22 | July And Aug bank rec review | 2.50 |
| 1/16/22 | Bank statement reviews, payroll preparation and tax payment review | 2.50 |
| 1/17/22 | Payroll, retirement and active remittances paid for both payrolls, follow up on bank items needed | 6.00 |
| 1/18/22 | Bank Statement reviews, accruals and discussions with client | 2.50 |
| 1/19/22 | Review Banks Statements, communication with clients regarding audit work | 1.50 |
| 1/20/22 | Accrual work on payroll, bank reconciliation review November | 2.00 |
| 1/21/22 | Review December 2021 Bank Recs and additional work on payroll accruals | 2.00 |
| 1/24/22 | On site, Bank Reconciliation work, Accrued payroll, Communication with client regarding Audit review | 7.00 |
| 1/25/22 | Accrual and payroll work, State upload information, follow up email discussed with Yousseff to send to Port Huron pertaining to updates | 1.00 |
| 1/26/22 | Contact with Insurance carrier pertaining to Dental / Life and Medical Insurance for payroll and retirees -- Additional work on Accruals | 1.50 |
| 1/28/22 | Discussion regarding inputting payroll for February and adjusting accruals | 3.00 |
| 1/31/22 | Payroll, Budget, Remittance, filed 1099 worked on site | 8.00 |
| <i>Denise Klieman Total</i> | | 66.00 |
| <i>Youssef Krayem:</i> | | |
| 1/3/22 | Processed regular payroll for period 12/16/2021 - 12/29/2021 | 8.00 |
| 1/4/22 | Created payroll vouchers and made online payments for period 12/16/2021 - 12/29/2021 | 3.00 |
| 1/4/22 | Finalized August 21 cash reconciliation for general fund | 3.00 |
| 1/5/22 | - Downloaded trail balances for July 21, and August 21 to analyze cash for each fund | 1.50 |
| 1/5/22 | - Downloaded summer and winter tax disbursement reports for period 12/16/2021 - 12/31/2021. | 2.50 |
| 1/5/22 | - Created summer and winter tax collection files and submitted them to admin clerk. | |
| 1/5/22 | - Reviewed July and August trail balance with Denise - Analyzed special assessment fund for June 21 and July | 2.50 |
| 1/6/22 | - Downloaded Point and Pay payment reports for September 21 for utilities, permits, summer tax, and BSA CR. - Downloaded trail balance for September 21 to analyze cash accounts for all funds - Created cash summary by fund for September. | 8.00 |
| 1/7/22 | - Downloaded October 21 general ledger activity reports for all funds. | 3.00 |
| 1/10/22 | - Worked on tax disbursement for summer and winter. - Worked with city admin clerk and Denise on creating tax disbursement vouchers - Made online payments and printed checks for payroll expenses | 6.00 |
| 1/11/22 | - Downloaded Oct, Nov, and Dec 21 bank statements for all funds. - Created check reconciliation batches to clear checks | 2.50 |
| 1/11/22 | - Made payroll online payments (Nationwide, Alerus,...etc..) | 3.00 |
| 1/12/22 | - Reconciled Oct for payroll, street, and tax funds - Reconciled Nov for payroll, street, and tax funds. | 8.00 |
| 1/13/22 | - Created 2021 Wages report requested by FOIA. | 3.00 |
| 1/13/22 | Reviewed timesheet entries, sent emails to confirm timesheet entries before process. Went through payroll emails. | 4.00 |
| 1/14/22 | - Reconciled Dec 21 for payroll, street, and tax funds - Created Sept reconciliation for general fund. | 4.00 |
| 1/14/22 | - Created payroll batches for regular, and retiree s - Timesheet mass approval upload to payroll module. | 3.00 |
| 1/17/22 | - Processed regular payroll for period (12/30/2021 - 01/13/2022), and retirees payroll for Feb 2022. | 5.00 |
| 1/17/22 | - Created Control cash sheet for Oct 21 | 1.50 |
| 1/18/22 | - Created MIOSHA report requested by Kris Baxter | 2.00 |

Invoice**640425325**

Page 3

| | | |
|--------------------------------|---|---------------------|
| 1/18/22 | - Responded to emails from employees - Answered city manager questions. - Downloaded outstanding checks report for payroll fund for period from July 21 - Dec 21 | 1.00 |
| 1/18/22 | - Worked on Oct cash reconciliation for general fund, and created control cash sheet for Oct 21 | 3.50 |
| 1/19/22 | - Finished Oct 21 bank reconciliation for general fund - Worked with Denise on Raymond James bank statements - Created Control cash sheet for All other funds | 4.00 |
| 1/19/22 | - Provided list of names of retired employees to City Manager | 0.50 |
| 1/20/22 | - Worked on Nov bank reconciliation for general fund - Created control cash sheet for all other funds and general fund for Nov 21 - Created check reconciliation batch in BS&A for Nov 21 | 6.00 |
| 1/21/22 | - Reviewed Nov 21 bank reconciliation for general fund with Denise - Worked on Dec bank reconciliation for general fund. | 7.00 |
| 1/24/22 | - Visiting client to discuss audit report, and corrective action plan (CAP) - Finalized Dec 21 bank reconciliation for general fund, sent it to city manager | 8.00 |
| 1/25/22 | - Created Jan 22 bank reconciliation | 2.00 |
| 1/26/22 | - Created control sheets for Jan 22 | 1.00 |
| 1/27/22 | - Reviewed cash receipts for Jan 22 | 1.00 |
| 1/28/22 | - Meeting with Denise to review employees' setup and update vacation accruals for new year | 4.00 |
| 1/31/22 | - Regular payroll process 1/13/2022 - 1/26/2022. - Vacation accruals updates | 6.50 |
| <i>Youssef Krayem Total</i> | | <hr/> 118.00 |
| Professional Fees Total | | <hr/> 184.00 |

Mailing Address for Payments:UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002**ACH & Wire Instructions:**Company Name - UHY Advisors, Inc.
Company Address – Farmington Hills, MI
Bank Name – The Huntington National Bank
Bank Address – Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code – HUNTUS33 (for international wires)**Contact Information:**Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640427213
Invoice Date: 3/25/22
Amount: \$16,301.25
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|---------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through February 28, 2022 | |
| Professional Fees | 16,301.25 |
| 64024587 City of Marine City-CAAS Total | <hr/> 16,301.25 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 16,301.25 |

Detailed specification

| Date | Description | Hours |
|---------|--|--------|
| | Professional Fees: | |
| | <i>Denise Klieman:</i> | |
| 2/1/22 | Budget Recap | 1.50 |
| 2/2/22 | Budgeting reports provide for departments, Create payments for tax ACH, Remittances for Life and Dental, Reviewed tax payments | 8.00 |
| 2/7/22 | On site - Complete Tax Setup Pre Note, Payroll Megan Peirce helped- Tax payments reviewed - pulled bank statements, reviewed resume, checks printed Aflac, discussion regarding Cottreville water, Budget | 8.00 |
| 2/8/22 | On bank site for prenote review -- on site in the afternoon - pulled reports for Commission meeting, re-ran 1099 for vendor, pulled tax data for prenote and to upload for payments not complete as prenote as not | 2.75 |
| 2/9/22 | Tax payments set up and ACH payment | 3.00 |
| 2/10/22 | Set up ACH and banking accounts for tax payments | 4.50 |
| 2/11/22 | Report issues and discussion regarding payroll ACH tax reviewed - phone call with resident | 2.00 |
| 2/14/22 | Payroll Active and Retired - Remittances completed for both | 8.00 |
| 2/15/22 | Brownsfield loan review, review health insurance for employees, reviewed budget for preparation Additional communication with Client | 4.50 |
| 2/16/22 | 941 letter researched Health insurance research | 1.50 |
| 2/19/22 | Bank Reconciliation Raymond James 3 Retirement accounts Adjusting journal entries still need to be completed | 2.50 |
| 2/20/22 | Bank Reconciliation for Retirement Fund updated entries through January 2022 | 2.50 |
| 2/21/22 | On site Balance Retirement bank statements and inputted entries | 3.00 |
| 2/22/22 | 941 Letter to the IRS, Dental and Life insurance billing for March, Contact Stonegarden income follow up, ongoing insurance follow up | 3.00 |
| 2/24/22 | Backed up and uploaded FFTP file to St. Clair County pertaining to Winter Tax collections, Reviewed paycode and accruals for payroll completion, reviewed insurance files | 2.00 |
| 2/24/22 | Worked with county to update two resident tax bills for PRE filing | 1.00 |
| 2/28/22 | On Site payroll, onsite reports, onsite Insurance follow up | 2.50 |
| | <i>Denise Klieman Total</i> | 60.25 |
| | <i>Youssef Krayem:</i> | |
| 2/1/22 | - Updating Pay codes | 2.00 |
| 2/1/22 | - Teamster Report requested by city manager | 1.00 |
| 2/2/22 | - Reviewed Jan 22 Tax GL and Point & Pay transactions | 1.00 |
| 2/3/22 | - Worked with Denise on updating pay codes. | 5.00 |
| 2/7/22 | - Setup new employee in BS&A - Worked with Denise on Retirees who turned 65 yrs old - Submitted tax disbursement vouchers to admin clerk - Reviewed tax receipts - Processed one payroll check requested by city manager | 8.00 |
| 2/8/22 | - Jan Bank Reconciliation for General Fund - Reviewed and entered cash receipts for General, Water, and Cemetery Funds | 4.00 |
| 2/9/22 | - Created Control sheet for Tax Fund - Jan 22 Reconciliation was done for Street Fund | 3.00 |
| 2/10/22 | - Exchanging emails and phone calls | 0.50 |
| 2/11/22 | - Worked with Denise on updating files, reviewing reconciliation, and time sheet | 4.00 |
| 2/14/22 | - Processed regular payroll (1/27/2022 - 2/9/2022) and March retiree payroll - Created payroll vouchers, made online payments for 941 and 945 forms, and cut checks | 8.00 |
| 2/15/22 | - Jan 22 Bank reconciliation was done for General Fund | 3.00 |
| 2/16/22 | - Special pay for three POAM employees - Phone call with Chief of police department about Workers Comp and Disability Benefits | 5.00 |
| 2/17/22 | - Emails with City Manager | 1.00 |
| 2/21/22 | - Denise and I worked on Health Insurance Fund, and Retirement Fund reconciliation for period July 21 - Jan 22 | 8.00 |
| 2/25/22 | - Worked with Denise on timesheet | 1.00 |
| 2/28/22 | - Regular payroll process 2/10/2022 - 2/23/2022 | 6.00 |
| | <i>Youssef Krayem Total</i> | 60.50 |
| | Professional Fees Total | 120.75 |



Provided directly as
supplement to Commission.
Added to 5-19-2022 Agenda
as Supplement.

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640428480
Invoice Date: 4/20/22
Amount: \$10,605.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|--|---------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through March 30, 2022 | |
| Professional Fees | 10,605.00 |
| 64024587 City of Marine City-CAAS Total | <hr/> 10,605.00 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 10,605.00 |

Detailed specification

| Date | Description | Hours |
|---------|---|-------|
| | Professional Fees: | |
| | <i>Denise Klieman:</i> | |
| 3/1/22 | Reporting | 1.00 |
| 3/2/22 | Worked on setting up accounts for ongoing preparation | 1.50 |
| 3/9/22 | On site: uploaded settlement report to the county for tax role, worked with accessor on PRE filing letters for residents, contacted TPA for 457 plan and defined pension plan, budget implementation within BSA | 6.50 |
| 3/11/22 | Reviewing GL accounts for accurate entry from previous months | 1.00 |
| 3/13/22 | Bank reconciled Raymond James 731 and 736 Fund accounts from July - February set up workpaper for new staff | 4.50 |
| 3/14/22 | Input Amended budget to BSA, payroll for Retirement and Active Assisted, Reviewed General Ledger accounts and entries Still need to make adjustment discussed with Curtis after Tax season we will meet | 5.00 |
| 3/15/22 | Worked on Budget updates Amended budget and updated new budget Will be on site tomorrow for follow up | 2.00 |
| 3/16/22 | On site worked on Delinquent Personal Property statements to send first delinquent statement discussion with City Manager and Adm Clerk pertaining to understanding and also verifying the statements will send | 8.00 |
| 3/21/22 | Budget work phone conversation with retiree pertaining to 1099 R and non taxable vs taxable balance - addl follow up calls with Raymond James, Mary Ellen to determine accuracy | 2.50 |
| 3/22/22 | On site - Budget work with City Manager, multiple account review - Insurance allocation - reviewed Software contract, Refuse Contract- postage allocation - reallocate Capital outlay payments recorded to the | 5.00 |
| 3/23/22 | Discussion with Yousef pertaining to Bank Reconciliation adjustments within General ledger to complete | 1.50 |
| 3/25/22 | Bank reconciliation update to adjust ledgers | 1.50 |
| 3/26/22 | Information Reporting Forms | 2.00 |
| 3/27/22 | Budget input work into BSA . Entry and review of ledger and accounts that have additional questions for proper allocations | 1.50 |
| 3/29/22 | Budget work - input Amended Projected and Projected next year. Additional journal entries needed for In accurate allocations. Corrected the allocations. Discussion pertaining to Settlement with county on Annual tax filings. | 4.50 |
| 3/30/22 | On site Budget work with City Manager - working on Tax follow up information | 4.00 |
| | <i>Denise Klieman Total</i> | 52.00 |
| | <i>Youssef Krayem:</i> | |
| 3/7/22 | - Ran tax reports, populated tax vouchers, and submitted them to admin clerk - Updated Cash receipts files for General and Tax Funds | 8.00 |
| 3/8/22 | - worked on Feb 22 Cash reconciliation for Payroll, Street, and Tax Funds | 5.00 |
| 3/9/22 | - Reviewed bank reconciliation with Denise | 1.00 |
| 3/14/22 | - Payroll process 2/24/22 - 3/9/22 - April retiree payroll | 5.00 |
| 3/23/22 | - Meeting with Denise | 1.00 |
| 3/28/22 | -Processing regular payroll 3/10/22 - 3/23/22 - Made online payments & cut checks for payroll vouchers | 6.00 |
| 3/28/22 | - Time Travel | 1.00 |
| | <i>Youssef Krayem Total</i> | 27.00 |
| | Professional Fees Total | 79.00 |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640431646
Invoice Date: 6/1/22
Amount: \$9,232.50
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|----------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through April 29, 2022. | |
| Professional Fees | 9,232.50 |
| 64024587 City of Marine City-CAAS Total | <hr/> 9,232.50 |

| | |
|--------------------------------------|--------------------|
| Total Amount Due This Invoice | \$ 9,232.50 |
|--------------------------------------|--------------------|

Detailed specification

| Date | Description | Hours |
|--------------------------------|---|-------|
| Professional Fees: | | |
| Denise Klieman: | | |
| 04/01/2022 | Positive pay issue | 0.50 |
| 04/04/2022 | On site Budget Preparation and completions additional review to the department heads then finalize tomorrow. Reviewed settlement of tax to the county working on identifying issues | 3.00 |
| 04/05/2022 | On site - addl input for department heads, finalized budget - clerk will prepare for meeting April 12, Payroll taxes quarterly completed, Retirement Fund bank reconciled Retirement Health Care fund reconciled, | 4.50 |
| 04/06/2022 | Budget work on site, Bank reconciliation for Tax. Reviewed additional 941 letter, prepared payroll for onsite Monday work | 3.50 |
| 04/11/2022 | Preparation for Budget meeting | 0.75 |
| 04/12/2022 | Budget meeting, ran reports for commission meeting future week | 2.50 |
| 04/14/2022 | Payroll report, review General Ledger, start workpapers, discussion regarding monthly accounting work | 1.25 |
| 04/18/2022 | On site, Retiree payroll review, prior payroll review, budget work, yearly tax tie out with the county | 6.00 |
| 04/20/2022 | Budget review, | 3.00 |
| 04/21/2022 | Bank Recon review | 1.00 |
| 04/22/2022 | Bank reconciliation review and general ledger review | 4.00 |
| 04/23/2022 | Bank Reconciliation review | 1.00 |
| 04/24/2022 | Bank Rec not review | 1.00 |
| 04/25/2022 | On site -- Payroll Remittances, email follow ups, sidewalk special assessments, budget Bank Reconciliations | 8.50 |
| 04/27/2022 | Bank Reconciliation | 2.00 |
| 04/29/2022 | Reporting | 2.50 |
| <i>Denise Klieman Total</i> | | 45.00 |
| Youssef Krayem: | | |
| 04/04/2022 | - Bank Reconciliation | 5.00 |
| 04/06/2022 | - March bank reconciliation for Street Fund, updated Feb 22 bank reconciliation for General Fund | 1.50 |
| 04/07/2022 | - Reconciled checks/payments in BS&A. - Started Bank Reconciliation for General Fund March 22 | 3.00 |
| 04/08/2022 | - Worked with Denise and bank reconciliation. - Entered some JE in BS&A | 2.00 |
| 04/11/2022 | - Bi-weekly payroll process for period 3/24/22-4/6/22 - Created payroll vouchers and made payments online/cut checks | 6.00 |
| 04/11/2022 | Back on forth from client's location | 1.50 |
| 04/12/2022 | - Updating bank reconciliation files | 1.00 |
| 04/13/2022 | - Booked some journal entries. updated bank reconciliation files | 2.00 |
| 04/15/2022 | - Worked on March bank reconciliation files with Denise | 2.00 |
| 04/18/2022 | - Retiree Payroll for May 22 - Payroll Vouchers | 5.00 |
| 04/18/2022 | - Driving back and forth to client | 1.00 |
| 04/20/2022 | - Worked on updating bank reconciliation files | 3.00 |
| 04/21/2022 | - Worked with Denise on bank reconciliation for all funds | 4.00 |
| 04/22/2022 | - Meeting with Denise to discuss bank reconciliations | 4.00 |
| 04/25/2022 | - Biweekly payroll process | 4.00 |
| 04/29/2022 | - Worked with Denise on cleaning up bank reconciliation for all funds starting from July, Aug. Sept, and Oct 2021 | 4.00 |
| <i>Youssef Krayem Total</i> | | 49.00 |
| Professional Fees Total | | 94.00 |

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640432449
Invoice Date: 6/22/22
Amount: \$10,935.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|---------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through May 31, 2022. | |
| Professional Fees | 10,935.00 |
| 64024587 City of Marine City-CAAS Total | <u>10,935.00</u> |
| | |
| Total Amount Due This Invoice | \$ 10,935.00 |

Invoice**640432449**

Page 2

Detailed specification

| Date | Description | Hours |
|--------------------------------|---|--------------|
| Professional Fees: | | |
| Denise Klieman: | | |
| 05/03/2022 | On site with client, reviewed TB, payroll, discussion with Audit team, discussion pertaining to roll out. | 10.00 |
| 05/04/2022 | Client Meetings | 2.00 |
| 05/06/2022 | Bank Reconciliation review | 2.50 |
| 05/09/2022 | On site 1st monthly payroll, remittances, reviewed prior April remittances, Trained new Treasurer | 10.00 |
| 05/10/2022 | Training new staff. Cash receipts, tax, Budget, bank statement review. Very receptive and getting concepts. | 10.00 |
| 05/13/2022 | Bank statements | 1.50 |
| 05/16/2022 | Bank Reconciliation, Retiree payroll, onsite, prepare training for next day Pulled Fund accounts to discuss with Treasurer | 4.00 |
| 05/17/2022 | On site Adjust DTE bills from prior, set up transfers, review Bank Reconciliation | 4.00 |
| 05/18/2022 | Sent emails and communicated with city manager pertaining to low census report, discussion with new Treasurer, set up journal entry for 2022-2023 retirement cost | 1.50 |
| 05/19/2022 | On site Active payroll completed, emails and follow up | 5.00 |
| 05/25/2022 | On site completion and follow up with payroll issues, completed payroll remittances, email follow ups, rolles tax data base for 2022 tax period, setting up millages in tax program in process, reviewed budget numbers | 9.00 |
| 05/27/2022 | Tax roll follow ups | 1.00 |
| 05/31/2022 | On Site with client, Tax Roll information, Millage discovery, Payroll update parttime, Sidewalk assessment, Refuse Assessment. | 6.00 |
| <i>Denise Klieman Total</i> | | <u>66.50</u> |
| Deb Nesbitt: | | |
| 05/20/2022 | Record deposits & review | 1.00 |
| <i>Deb Nesbitt Total</i> | | <u>1.00</u> |
| Youssef Krayem: | | |
| 05/06/2022 | - Worked with Denise and cleaning up Bank recon files from July 21 - Dec 21 | 3.00 |
| 05/09/2022 | Training new treasurer on payroll process | 4.00 |
| 05/13/2022 | - April bank reconciliation for Street, Tax, General, and Payroll Funds | 4.00 |
| 05/19/2022 | - Payroll Process Ending Date 5/18/22 | 0.50 |
| 05/31/2022 | - Worked with Denise on April Bank reconciliation for Payroll Fund | 2.00 |
| <i>Youssef Krayem Total</i> | | <u>13.50</u> |
| Professional Fees Total | | <u>81.00</u> |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Online Address for Payments:

<https://bill-pays.com/ebpp/uhy>

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640433858
Invoice Date: 7/19/22
Amount: \$11,745.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

64024587 City of Marine City-CAAS

For professional services rendered through June 30, 2022.

| | Amount |
|-------------------|---------------|
| Professional Fees | 11,745.00 |

| | |
|--|-----------------|
| 64024587 City of Marine City-CAAS Total | <hr/> 11,745.00 |
|--|-----------------|

| | |
|--------------------------------------|---------------------|
| Total Amount Due This Invoice | \$ 11,745.00 |
|--------------------------------------|---------------------|

Detailed specification

| Date | Description | Hours |
|--------------------------------|--|--------------|
| Professional Fees: | | |
| Denise Klieman: | | |
| 06/01/2022 | Bank Reconciliation, called on millages for tax summer tax bills, working on audit work papers | 7.50 |
| 06/03/2022 | Bank Rec for May review, review 457 plan, set up new loan for employee, | 4.00 |
| 06/06/2022 | Biweekly payroll along with remittances for pay period, discussion regarding opt out insurances created form, Bank statement for Raymond James Retired health and retirement plan tied to TB for May, Emails | 7.00 |
| 06/07/2022 | Bank statement for Raymond James Retired health and retirement plan tied to TB for May, Emails read and completed, worked on additional property tax resident millage rates. Reviewed payroll files, mortgage | 8.00 |
| 06/08/2022 | Bank Rec May - Tax, Brownfield and Street Fund, reviewed Refuse cost for next year with Michele to determine cost. Spreadsheet needs to be completed will work on this | 2.50 |
| 06/10/2022 | Bank Reconciliations, Tax, Preparation of Millage reporting for tax bills filings | 2.50 |
| 06/13/2022 | On site - Retiree payroll July 2022 and remittances, Health Ins opt out payments for past year, Tax Rubbish special assessment workpapers and input, General ledger bank statement preliminary, emails, | 8.00 |
| 06/14/2022 | Set up season employee payroll, Tax roll Delq Water bills, WS assesment, L4029 Millage completed for millage on tax bills, set up mortgage in tax roll, preliminary payroll bank rec for June, emails, phone call, insurance bills review. | 6.50 |
| 06/15/2022 | Review Tax roll file, | 2.50 |
| 06/16/2022 | May General Bank Reconciliation | 1.00 |
| 06/20/2022 | Preparing for new Treasurer start date tomorrow | 1.00 |
| 06/21/2022 | Trained new Treasurer Payroll for active pay, paid remittances, reviewed tax filing information, discussion regarding bank accounts, Trial Balances, BS and Income statements | 7.50 |
| 06/22/2022 | Train new staff on setting up employees in payroll, cash receipts reporting for General bank account-pooled accounts, manual journal entries, discussions regarding setting up tax for tax program. | 7.50 |
| 06/23/2022 | Trained staff and uploaded tax file to KCI completed balancing with Assessor found some unbalanced residents pertaining to Pre 100 and non PRE, went through misc items with new Treasurer | 5.00 |
| 06/24/2022 | Quarterly payroll taxes 2nd QTR | 2.00 |
| 06/27/2022 | Train on Property tax billing, mortgage code reporting, insurance set up, payroll set up | 3.00 |
| 06/28/2022 | Bank Reconciliation | 1.00 |
| 06/29/2022 | Training new Treasurer, List of items from Treasurer to review, Tax roll to website, discussion regarding Recreation Grant, review insurance bills, discuss payable process | 3.50 |
| <i>Denise Klieman Total</i> | | <u>80.00</u> |
| Youssef Krayem: | | |
| 06/01/2022 | - Worked with Denise on April/May bank reconciliation for Payroll, and Street Fund | 7.00 |
| <i>Youssef Krayem Total</i> | | <u>7.00</u> |
| Professional Fees Total | | <u>87.00</u> |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

Online Address for Payments:

<https://bill-pays.com/ebpp/uhy>

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640434567
Invoice Date: 8/8/22
Amount: \$8,953.75
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|--|----------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through July 31, 2022. | |
| Professional Fees | 8,953.75 |
| 64024587 City of Marine City-CAAS Total | <hr/> 8,953.75 |

| | |
|--------------------------------------|--------------------|
| Total Amount Due This Invoice | \$ 8,953.75 |
|--------------------------------------|--------------------|

Detailed specification

| Date | Description | Hours |
|--------------------------------|---|-------|
| Professional Fees: | | |
| Denise Klieiman: | | |
| 07/01/2022 | Work on workpapers for Audit date July 12-13 Payroll Fund, Street Fund, Tax Fund Review process controls, will review with new Treasury for understanding | 3.50 |
| 07/05/2022 | Active payroll, remittances completed for payroll, phone calls , Retirement bank account, Health retirement health account | 8.00 |
| 07/06/2022 | Audit prep and follow up with new Treasurer | 2.50 |
| 07/08/2022 | Audit prep | 3.00 |
| 07/11/2022 | on Site Retiree payroll, pay increases reviewed, prep for Audit | 4.00 |
| 07/12/2022 | ON site audit work, Treasurer went home sick, completed payroll for new officer, worked with auditors, | 5.00 |
| 07/13/2022 | On site Treasurer off sick-worked with auditors, entered new payroll information updated files - completed tax remittances, set up pension plan paperwork for Lynn Zyrowski | 6.00 |
| 07/18/2022 | 8.30 - 2.30 Emails, Active Payroll Treasurer left for the day - Completed the active payroll - additional email work | 6.00 |
| 07/19/2022 | Off site - treasurer off - emails - Insurance work - employee follow up work - remittance completed for payables Bank issues with Positive Pay | 2.50 |
| 07/20/2022 | Treasurer out of office - worked offsite reviewing emails and updating files and phone calls | 2.25 |
| 07/21/2022 | 7.30 - 12.30 Treasurer off - emails , phone calls, Discussion pertaining to MERS and moving employees to appropriate Divisions - Insurance set ups, Remittances for payroll started | 5.00 |
| 07/25/2022 | On site Treasurer absent - worked on General bank account and daily cash receipt report. reviewed emails. Pulled State Local and Major fund report, Reviewed payroll reports. | 6.00 |
| 07/26/2022 | Emails, discussion with Treasurer about work needing completion | 2.00 |
| 07/27/2022 | Treasurer terminated and discussion regarding termination and follow up with Clay Township treasurer - Reviewed the job description for clearer accuracy | 1.50 |
| 07/28/2022 | Discussion regarding review of RFP and research Actuary companies. Reset passwords from Termination of Treasurer - who came in office and took pictures of computer | 2.50 |
| 07/29/2022 | Emails and phone to HiTech to secure computer and emails as terminated treasurer access computer Reviewed resumes for new treasurer position Completed Additional RFT work | 2.00 |
| <i>Denise Klieiman Total</i> | | 61.75 |
| Professional Fees Total | | 61.75 |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

Online Address for Payments:

<https://bill-pays.com/ebpp/uhy>

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd. Suite 385
Farmington Hills, MI 48334
(248) 355-1040

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640436236
Invoice Date: 9/25/22
Amount: \$9,750.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|--|--------------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through August 31, 2022. | |
| Professional Fees | 9,750.00 |
| 64024587 City of Marine City-CAAS Total | <hr/> 9,750.00 |
| <hr/> | |
| Total Amount Due This Invoice | \$ 9,750.00 |

Detailed specification

| Date | Description | Hours |
|---------------------------|---|--------------|
| Professional Fees: | | |
| Denise Kileman: | | |
| 08/01/2022 | Active payroll completed for 08.04.22 - RFP for Pension and OPEB Actuary plan - Questions and emails, set up tax payments for 07-16-22 thru 07-31.22 | 7.00 |
| 08/02/2022 | Work on Pension paperwork and employee timesheet setup | 1.00 |
| 08/03/2022 | Payroll Remittances, New tax bills sent for Board Review approved items, Interviews, Defined pension paperwork sent to new pensioner | 11.00 |
| 08/04/2022 | Unemployment paperwork, bank statement, completed retiree and health retiree Raymond James statements, payroll information inputted, tax information completed letter written. Completed Special pay for Longevity pay | 4.00 |
| 08/09/2022 | Bank Reconciliations for Tax, Street, Payroll working on General with BSA to start completing with the system. Dental paperwork discussion with McAlpine, Retirement discussion with John Firek regarding | 4.50 |
| 08/10/2022 | On-site to compete tax payouts to the municipalities for July 16-31 | 2.00 |
| 08/12/2022 | Emails and phone calls, working off site | 1.00 |
| 08/15/2022 | Active payroll and remittances, emails, | 7.00 |
| 08/16/2022 | 10 AM to 1 on site completed 08-1--15, 2022 tax payments, additional paperwork completed pertaining to ongoing issues Park and Rec etc. | 3.50 |
| 08/17/2022 | On site | 3.50 |
| 08/18/2022 | Balance payroll reports for Fiscal year and tax year, Balance bank recs, create workpapers for Payroll Fund | 4.00 |
| 08/22/2022 | On site Retiree payroll and remittances completed-- New retiree information waiting on third request from Nyhart to complete for Lynn Zyrowski Pension check due 08/24/2022 Additional emails and phone call pertaining to tax payments | 7.00 |
| 08/23/2022 | On site preparing for New Treasurer to start tomorrow. Pulled new employee paperwork | 2.50 |
| 08/24/2022 | On site all day with new Treasurer Training | 4.00 |
| 08/29/2022 | On site from 8-6 Trained new Treasurer on payroll, not complete, payment collection, ACH uploads for tax payments, discussion pertaining to MERS on going list created for completion | 10.00 |
| 08/30/2022 | On site 9-5.30 work with new treasurer training, insurance payback to retiree, remittances for payroll, nyhart, list of work to complete | 6.00 |
| | <i>Denise Kileman Total</i> | <u>78.00</u> |
| | Professional Fees Total | <u>78.00</u> |

Mailing Address for Payments:

UHY Advisors, Inc.
PO Box 72217
Cleveland, OH 44192-0002

Online Address for Payments:

<https://bill-pays.com/ebpp/uhy>

ACH & Wire Instructions:

Company Name - UHY Advisors, Inc.
Company Address - Farmington Hills, MI
Bank Name - The Huntington National Bank
Bank Address - Columbus, OH
Routing # - 044000024 (Wire)
Routing # - 072403473 (ACH)
Account # - 01383068205
Swift Code - HUNTUS33 (for international wires)

Contact Information:

Corporate Headquarters
27725 Stansbury Blvd, Suite 385
Farmington Hills, MI 48334
(248) 355-1040



Provided supplementary to City
Commission via e-mail. Added
as Supplement to 10-20-22
Agenda

Invoice

City of Marine City
Attn. Ms. Holly Tatman
303 S. Water Street
Marine City, MI 48039

UHY ADVISORS, INC.
Invoice No.: 640437365
Invoice Date: 10/19/22
Amount: \$5,875.00
Payment Terms: Due Upon Receipt
Client No.: 1047935
Billing Contact: JoAnne Thompson
Engagement No.: 64024587

| | Amount |
|---|-----------------|
| 64024587 City of Marine City-CAAS | |
| For professional services rendered through September 30, 2022. | |
| Professional Fees | 5,875.00 |
| 64024587 City of Marine City-CAAS Total | 5,875.00 |

| | | |
|--------------------------------------|-----------|-----------------|
| Total Amount Due This Invoice | \$ | 5,875.00 |
|--------------------------------------|-----------|-----------------|

Invoice**640437365**

Page 2

Detailed specification

| Date | Description | Hours |
|--------------------------------|--|--------------|
| Professional Fees: | | |
| Denise Klieman: | | |
| 09/06/2022 | Paid Semi monthly tax bills to municipalities, worked on bank reconciliation for tax, discussion pertaining to training | 7.50 |
| 09/07/2022 | On Site worked with new Treasurer to balance Bank Rec TAX, Street, Pension - New Treasurer was going to work on payroll and Healthcare - will review Monday the 12th | 4.00 |
| 09/12/2022 | Trained Payroll, discussions pertaining to other items also | 8.50 |
| 09/14/2022 | on site from 10 - 6 Payroll bank reconciliation with new treasurer , audit discussion, additional items discussed regarding tax items | 5.00 |
| 09/20/2022 | Trained new Treasurer on Bank reconciliation and daily record keeping | 5.00 |
| 09/21/2022 | On site worked with New Treasurer Banking items, review of outstanding items | 5.00 |
| 09/26/2022 | Transition Treasurer with Payroll Treasurer will complete remittances | 4.00 |
| 09/28/2022 | Transition with new Treasurer and updated year end entries in Trial Balance | 4.00 |
| 09/30/2022 | Adjusting entries in the Trial Balance for year end balances | 3.00 |
| <i>Denise Klieman Total</i> | | <u>46.00</u> |
| Youssef Krayem: | | |
| 09/30/2022 | - Reviewed Fund TB and other workpapers with Denise | 1.00 |
| <i>Youssef Krayem Total</i> | | <u>1.00</u> |
| Professional Fees Total | | <u>47.00</u> |

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