

**From:** Corrina Guardipee-Hall <corrinag@bps.k12.mt.us>  
**Subject:** Fwd: Cash reconciliation tasks  
**Date:** September 16, 2020 at 12:28 PM  
**To:** Carlene Adamson <carlenea@bps.k12.mt.us>

CG

Please place this on the agenda. I will do an agenda request.

Corrina L. Guardipee-Hall ED.S.  
Browning Public Schools  
Superintendent

*"In the course of making decisions, ask yourself what is best for kids!"*

----- Forwarded message -----

**From:** Bob Denning <[bdenning@ddaudit.com](mailto:bdenning@ddaudit.com)>  
**Date:** Wed, Sep 16, 2020 at 12:16 PM  
**Subject:** Cash reconciliation tasks  
**To:** Corrina Guardipee-Hall <[corrinag@bps.k12.mt.us](mailto:corrinag@bps.k12.mt.us)>  
**Cc:** Jonathan Mahrt <[jmahrt@ddaudit.com](mailto:jmahrt@ddaudit.com)>

**Corrina**

As we recently discussed below are the cost estimates for the cash balancing of the school district for the following periods:

- January 1, 2020 to June 30, 2020
- July 1, 2020 to August 31, 2020

**We would be able to begin immediately.**

**January 1, 2020 to June 30, 2020**

Our balancing plan is to perform one large reconciliation for the entire period rather than for each month. We propose this method because time is of the essence and it is overall less expensive than performing reconciliations by month (faster and cheaper). We would be able to begin immediately and plan on completion of the project within 3 weeks. Cost is at our standard hourly rates with an estimate of \$12,000 to \$20,000.

In order to complete the bank reconciliation for January to June we assume that the December 2019 bank reconciliation already balances (we need a solid starting point). If we need to perform additional services in order to get this reconciliation to balance additional fees will apply.

**July 1, 2020 to August 31, 2020**

Our balancing plan is to perform one large reconciliation for both months rather than for each month. We propose this method because time is of the essence and it is overall less expensive than performing reconciliations by month (faster and cheaper). We would be able to begin immediately after completing the January to June balancing project. We should be able to complete the project within 2 weeks. Cost is at our standard hourly rates with an estimate of \$5,000 to \$7,000.

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In order to complete the bank reconciliation for July and August we assume all cleared warrants have been redeemed in Black Mtn. If we need to perform additional services in order to redeem these warrants additional fees will apply.

If the School District agrees with these terms we will provide an engagement letter to outline our agreement in writing.

Sincerely

Bob Denning CPA

**Note my work phone extension has changed to 123**

**Please feel free to call/email/text me anytime.**

**Bob Denning CPA, CGFM, CITP, CFF**

**Work 406-756-6879 ext 123**

**Home 406-756-8095**

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