

# BradyMartz

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Board of Education  
Badger ISD 676  
Badger, Minnesota

Dear Mr. Ricke,

We are pleased to present the Independent School District No. 676 (District) with this proposal for payroll services for the District. This proposal is a reflection of Brady Martz's philosophy that what matters most is client satisfaction.

## RESOURCES YOU CAN DEPEND ON

Brady Martz has been working with Minnesota School Districts for over 60 years and currently audit and/or perform accounting services for over 30 Minnesota School Districts and Cooperatives. We value our relationship with Region 1 which allows us to adequately perform services remotely. We attend various educational trainings to keep us up to date on events happening within the Minnesota Department of Education. We employ over 200 professional staff that specialize in topics from tax planning, financial management, payroll and auditing that will be available to you if questions arise. Working with Brady Martz means there will always be an individual to service your payroll needs, if the individual assigned to your District becomes unavailable, another individual will be brought in to ensure continued services.

## INVESTMENT IN SERVICES

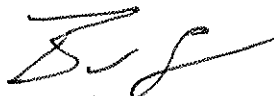
We recognize payroll services is an important investment for your District. You can expect your investment in Brady Martz to add value to your District. Our fees are based on the anticipated time required to perform the payroll services and is proposed based on remote services. Below are our proposed fees on a per service basis and which are described in more detail in Appendix A:

Payroll Services – Set Up	\$1,000
Per Payroll Processing Fee	\$1,500
Quarterly Report Fee	\$ 500
Other Payroll Services	\$120/hr.

## CLOSING COMMENTS

We want to use all of our resources to help you succeed. We believe our commitment to quality and timely services, our locally available range of services and our depth of experience will serve your District well.

Sincerely,



Brian Opsahl, CPA, Shareholder  
Brady Martz

## Appendix A

### Other Payroll Services – 1-time fee includes:

- Getting access/user name and password information to all payroll related information which includes but is not limited to: SMART Systems, related bank accounts, PERA, TRA, EFTPS, MN WH, MN New Hire Reporting, TSA, TPA, Further, NIS and health insurance provider.
- Getting acclimated to processes and procedures
- Preparing a document to use by Brady Martz to facilitate processing payroll.

### Per Payroll Processing Fee:

- Processing payroll on a bimonthly basis
- Data entry required to process payroll limited to entering employee time not tracked in TimeClock Plus

### Quarterly Report Fee:

- 941 Reporting
- Preparation and filing of MN withholding
- Submission of MN Unemployment
- Copies of documents

### Other Services:

- Preparation and distribution of W-2's
- Preparation and distribution of 1095's
- Performing items suggested from Region 1's ACA checklist
- Setup and preparation of MN Wage Statements
- Preparation of Misc. Reports required during the year such as:
  - PERA Exclusion report
  - Workers Comp audit report
  - Others
- Possible training of new hire
- HR duties as necessary