



Darcie Clark &lt;darcie.clark@como.gov&gt;

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**FW: Contact form submitted by Darcie on Williams-Keepers LLC**

4 messages

**John Weaver** <jweaver@williamskeepers.com>  
To: "darcie.clark@como.gov" <darcie.clark@como.gov>  
Cc: Megan Tolson <mtoalson@williamskeepers.com>

Wed, Jan 20, 2021 at 12:17 PM

Darcie,

We would be happy to provide you with a quote for the services. Would it be possible to get a copy of a prior financial statement or general ledger (in order to determine number of transactions and complexities) and set up a time to discuss the scope so we can make a more informed attempt at the proposal?

Thanks,

John Weaver



**John Weaver, CPA Member**  
2005 West Broadway, Suite 100, Columbia, MO 65203  
Office: (573) 442-6171  
jweaver@williamskeepers.com

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**From:** Information <information@williamskeepers.com>  
**Sent:** Wednesday, January 20, 2021 12:01 PM  
**To:** Jennifer Backes <jbackes@williamskeepers.com>  
**Subject:** Contact form submitted by Darcie on Williams-Keepers LLC

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**First****Darcie**

**Name**

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**Last Name** Clark

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**Company** City of Columbia

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**Title** Administrative Technician

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**Email** [darcie.clark@como.gov](mailto:darcie.clark@como.gov)

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**Phone** 5738747244

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**Zip Code** 65201

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**Subject** Professional Services RFQs

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**Question or Comment** The Columbia Community Land Trust is requesting quotations for hourly accounting fees to assist in the management of its daily operations. The CCLT is a small local nonprofit dedicated to creating and stewarding permanently affordable housing. Services requested include monthly bank statement reconciliation with Quickbooks account entries, journal entries, recording of value of property purchases, recording of other donated items and providing monthly compiled financial statements for CCLT Board review/acceptance. The CCLT is requesting a quote for monthly fees associated with this set of services.

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**Darcie Clark** <darcie.clark@como.gov>  
To: John Weaver <jweaver@williamskeepers.com>  
Cc: Megan Toalson <mtoalson@williamskeepers.com>

Wed, Jan 20, 2021 at 12:22 PM

Good afternoon John,

Thank you for your quick response. The CCLT has two separate accounts.

The first, is the Ground Lease checking account. At this time, the CCLT has 9 homeowners that we collect Ground Lease fees from each month. There will be 7-9 more properties added to that over the next year.

Regularly monthly expenses from the checking account range from 5-15 transactions monthly. We use Quickbooks online.

I have attached the most recent financial statement that the board has reviewed and accepted.

Please let me know if you have any questions.

Thank you,

Darcie

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## Darcie Clark

Administrative Technician

500 E. Walnut Suite 108/P.O. Box 6015

Columbia, MO 65205

573-874-7244



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**October Financials (2).PDF**  
44K

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**John Weaver** <jweaver@williamskeepers.com>  
To: Darcie Clark <darcie.clark@como.gov>  
Cc: Megan Toalson <mtoalson@williamskeepers.com>

Fri, Jan 22, 2021 at 11:06 AM

Darcie,

Thanks for the info – we have reviewed the prior financial and access the transaction load and services requested. We based our fees on expected time on engagements and the level of staff utilized in each scenario. In this case I would propose a fixed fee engagement of \$300 per month to produce the monthly bank reconciliation, create and enter needed journal entries and produce monthly compiled financials.

If you would like a more formal proposal we can pull one together, otherwise, we can save the formalities for the engagement letter.

We would be happy to talk through any further details if you would like to have a call.

Thanks,

John



**John Weaver, CPA Member**  
2005 West Broadway, Suite 100, Columbia, MO 65203  
Office: (573) 442-6171  
jweaver@williamskeepers.com

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**Darcie Clark** <darcie.clark@como.gov>  
To: John Weaver <jweaver@williamskeepers.com>  
Cc: Megan Toalson <mtoalson@williamskeepers.com>

Fri, Jan 22, 2021 at 11:11 AM

Good morning John,

The CCLT board meet on Wednesday. I will reach out following that meeting with their decision.

Thank you,

Darcie

[Quoted text hidden]