

Louisiana Sales and Use Tax Commission for Remote Sellers

Baton Rouge, LA

We are pleased to submit our firm’s proposal to provide professional consulting services to Louisiana Sales and Use Tax Commission for Remote Sellers.

Scope Of Engagement	Estimated Fees
Setup accounting system including: (2-4 hours) - 3 bank accounts - 64 parish tax authorities (vendors)	\$1,560 - \$1,960 **Fee based on 8 - 12 hours and the level of staff to complete each task and review.
Create reconciliation process to reconcile deposits to state system of records (2-4 hours)	
Recommend and provide training on accounting processes within software (2-3 hours)	
Analyze efficiency and opportunities in accounting software (1 hours)	
Client meetings and ongoing consulting upon request	

HTB will help setup client books under their direction in order to provide financial statements for purposes of the entity’s operational needs. HTB will recommend a method of reconciling between the accounting software and system of records. During the process HTB will aid in documenting a separation of duties to create distinct job descriptions for the client. We will discuss the options and recommendations for any underutilized efficiencies in the accounting process. In addition, HTB will discuss with the client the potential needs of the client in the future.

Hourly Rates By Professional Class	
Partner	\$275
Senior Manager/Manager	\$185
Supervisor	\$145
Staff Accountant	\$125
Most work will be done at supervisor/manager rates.	