

## 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.

Accounting Software Scope Of Engagement	Estimated Fees
<p>Setup accounting system including:</p> <ul style="list-style-type: none"> <li>• 3 bank accounts</li> <li>• 64 parish tax authorities (vendors)</li> </ul> <p>Recommend and provide training on accounting processes within software.</p> <p>Analyze efficiency and opportunities in accounting software including segregation of duties and automation.</p> <p>We will assist in developing procedures for performing monthly reconciliations for deposits and remittances to the state system of records and each bank account.</p>	<p style="text-align: center;"><b>\$2,600 - \$3,700</b></p> <p>**Fee based on 16 - 20 hours and the level of staff to complete each task and review.</p>

Processes, Workflows & Internal Control Scope Of Engagement	Estimated Fees
<p>Our plan will include obtaining an understanding of procedures and workflows. This understanding will be obtained through inquiry of personnel, utilization of internal control questionnaires, and performance of walkthroughs of certain significant transactions.</p> <p>Our work will encompass the following key procedures:</p> <ul style="list-style-type: none"> <li>• Meet with the Commission’s management and staff</li> <li>• Review your system of procedures and workflows</li> <li>• Develop guidelines and recommendations to improve internal control responsibilities and review.</li> </ul> <p>This process will require out team to identify:</p> <ul style="list-style-type: none"> <li>• The Commission’s activity cycles</li> <li>• The significant categories of transactions that flow through each activity cycle</li> <li>• The functions that are performed within each activity cycle to recognize, authorize, process, and report transactions</li> <li>• Specific internal objectives for each cycle</li> <li>• The internal control techniques needed to achieve each stated objective</li> </ul>	<p style="text-align: center;"><b>\$5,900 - \$7,400</b></p> <p>**Fee based on 36 - 40 hours and the level of staff to complete each task and review</p>

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Staffing Scope Of Engagement	Estimated Fees
<p>During the process HTB will aid in documenting a separation of duties to create distinct job descriptions for the client. We will assist in identifying the staffing needed to perform accounting processes and procedures using a proper segregation of duties.</p> <p>We will assist in defining accounting duties for a future accounting staff position including their role in implementation of the processes and internal controls.</p>	<p><b>\$2,000 - \$3,000</b></p> <p>**Fee based on 12 - 16 hours and the level of staff to complete each task and review</p>

HTB will discuss with the client the potential needs of the client in the future and can provide ongoing consulting upon request at the hourly rates by experience level detailed below:

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.	