



NORTH COUNTRY Certified Public Accountants

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Village of Copenhagen
Attn: Mayor
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Following is a quote for accounting services:

Preparation of Bi-Weekly Payroll (1 – 10 employees)	\$50/pd - \$1,300/yr
Preparation of Monthly Payroll (1 – 10 employees).....	\$50/pd - \$600/yr
Preparation of Quarterly Payroll (1 – 10 employees)	\$50/pd - \$200/yr
Preparation of Semi-Annual Payroll (1 – 10 employees)	\$50/pd - \$100/yr
Preparation of Quarterly Payroll Reports	\$150/qtr - \$600/yr
Preparation of W-2s/W-3	\$200/yr
Preparation of 1099s/1096 (1 – 10 forms)	\$150/yr
Preparation of AUD.....	\$600/yr
Preparation and Filing of Online Retirement Reports	\$50/mo - \$600/yr
Preparation of Annual Civil Service Report.....	\$100/yr
Monthly Check Writing Services (26 – 50 checks)	\$100/mo - \$1,200/yr
Preparation of Bank Reconciliations (4 accounts)	\$200/mo - \$2,400/yr

Note: These figures are proposed average costs for the items listed. If you need budget assistance, monthly or periodic adjustments to your financial statements, consultations on other items not listed, attendance at Board meetings, or if your records are in poor condition and require additional time, we bill based on hourly rates (admin - \$45-\$55/hr, staff accountant - \$65-\$70/hr, partner - \$100/hr). Our hourly billing rates are adjusted annually in January.

We appreciate the opportunity to provide this quote to you, and we will be happy to meet with you as appropriate to discuss further if needed.

Our desire is to provide the level of service that you require, so we are willing to provide any or all of the services listed above as best suits your needs.

Please let me know if you have any questions.

Regards,

Emily J Philippe
CPA