

**CITY OF FREEPORT**  
**PROPOSAL TO FURNISH LIVE PAYROLL**  
**SERVICES**

**APRIL 22, 2015**

**Schlenner Wenner & Co.**  
**630 Roosevelt Road, Suite 201**  
**P.O. Box 1496**  
**St. Cloud, MN 56302**  
**Contact: Molly M. Thompson, CPA**

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April 22, 2015

Mayor and Councilors  
City of Freeport  
Freeport, MN

We are pleased to submit this proposal to provide live payroll services for the City of Freeport. Schlenner Wenner & Co. provides a wide range of accounting, tax and advisory services to all types of organizations and individuals throughout Minnesota. With our experience, we are well qualified to meet your payroll processing needs. In addition, we have invested a good deal of time developing the steps necessary to maintain independence should you select our Firm to provide payroll services for you given we also perform the annual audit of the City.

Thank you for the opportunity to submit this proposal. Please feel free to contact us should you have any questions. Also, please visit our website at **[www.swcpcpas.com](http://www.swcpcpas.com)**. We look forward to serving you.

Very truly yours,



Molly M. Thompson, CPA, Partner

**SCHLENNER WENNER & CO.**  
St. Cloud, Minnesota

**St. Cloud**

630 Roosevelt Rd. Ste. 201  
P.O. Box 1496  
St. Cloud, MN 56302  
320.251.0286

**Little Falls**

109 E. Broadway  
P.O. Box 365  
Little Falls, MN 56345  
320.632.6311

**Albany**

115 6th St.  
P.O. Box 268  
Albany, MN 56307  
320.845.2940

**Maple Lake**

220 Hwy. 55 North, Ste. 4  
P.O. Box 385  
Maple Lake, MN 55358  
320.963.5414

**Monticello**

114 W. 3rd St.  
P.O. Box 755  
Monticello, MN 55362  
763.295.5070

### **PRIOR EXPERIENCE AND CLIENT REFERENCES**

Our staff has payroll experience with a variety of not-for-profit, government, and for-profit entities.

Our firm was founded in 1964. We have grown to more than 7,700 clients, and are currently the 3<sup>rd</sup> largest firm in Central Minnesota. While we have been fortunate to achieve such a high growth rate, we attribute this to our keen sense of customer service and our commitment to our people. But don't take our word for it-call anyone you want and hear what they say about us. We hope you do because we want you to feel secure with your decision and trust that what we've said we'll do, we will do.

We would be pleased to supply a list of references upon request.

### **ESTIMATED FEES AND SCOPE OF SERVICES**

This proposal covers the following services for your City:

- Processing bi-weekly payroll for approximately 4 full-time/part-time employees using direct deposit
- Processing monthly payroll for approximately 5 elected and appointed officers using paper checks
- Processing annual payroll for approximately 25 volunteer employees using paper checks
- Preparing journal entry report(s)
- Preparing and submitting payroll tax reports and deposits (federal and state)
- Preparing end of the year W-2 and W-3 reports/forms
- Preparing and submitting payroll PERA reports and payments

Our estimated fees to complete these services for your City are as follows:

One-time set up fees	\$450
Monthly set fees thereafter	\$350

Monthly fees would increase annually at not more than 5% per year.