



Southwater Municipal Utility Authority

**805 St Clair River Dr
Algonac, MI 48001**

**Special Meeting
Agenda
Tuesday, May 28, 2026
9:00 a.m.**

- 1) Meeting Called to Order
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Public Comment
- 5) Approve Minutes
- 6) New Business
 - a) Hire a bookkeeping firm
- 7) Accounts Payable
- 8) Board Comments
- 9) Adjournment

******* Next Meeting: June 16, 2026 *******

This notice is posted in compliance with PA267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans with Disabilities Act.
Individuals with disabilities requiring auxiliary aids or services should contact the SMUA Secretary at 451 State St. Algonac, Michigan 48001 or (810) 794-9303



5256 Pte. Tremble Rd., PO Box 71
Algonac, MI 48001
810-794-2191

May 20, 2026

Southwater Municipal Utility Authority
Attn: Jon Deboyer

Dear Jon:

It was a pleasure speaking with you yesterday and discussing the needs of SMUA.

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Below is a quote for services for you which would include the following:

Bi-Weekly payroll for three employees, this includes all tax payments and payroll filings

Monthly Accounts Payable of 25-30 checks per month

*preparing checks to be signed and sent out by SMUA

Monthly bank reconciliation

Monthly profit and loss statement

*any other reports that need to be ran would be at no additional cost

The monthly fee for this would be \$225.00 per month. We would bill you on the 1st of each month and ACH the monthly fees around the 5th of each month.

Thank you for the opportunity to quote this out!

Sincerely,

Amy L. Amiels

Amy L. Amiels, EA, CPP

South Water Municipal Authority

Quote for Services

5/19/2026

Services to be provided:

- Payroll
 - Process bi-weekly payroll for 3 employees
 - Typically processed within 1-2 days of receipt from client. Set schedule will be determined once additional details are known (day payroll data sent to us, pay date for employees, etc.)
 - Handle payroll tax withholdings and filings
 - Prepare and issue all required annual/quarterly filings
- Monthly bookkeeping services
 - Accounts Payable
 - Process and record approximately 30 checks per month
 - To be completed once per month, per conversation with Jim Endres.
 - We will work to try and keep with the current schedule of these payments, to avoid disruption of billing cycles
 - Verify invoices and supporting documentation
 - Prepare checks for authorized signatures
 - Maintain vendor records
 - Monthly bank and account reconciliations
 - Maintain and reconcile general ledger
 - Track revenues, expenditures and fund balances
 - Maintain audit-ready records
- Financial reporting
 - Prepare monthly financial statements (balance sheet, income statement, budget vs actual)
 - Turnaround time for financial statements (along with bookkeeping services) is within 20 days of month end
 - Assist with annual budget preparation
 - Provide reports for Board meetings as requested
- Compliance & Filings
 - Assist with annual audit preparation
 - Ensure compliance with applicable federal, state, and local requirements
 - Maintain proper internal controls and documentation
- Additional services
 - Provide recommendations for financial best practices
 - Attend occasional meetings (in person or virtual) as requested

Qualifications:

- For more than 35 years, our firm has provided accounting services to the community. This includes all of the services listed here, along with many others.
- We have 5 CPA's, 1 enrolled agent, 3 staff accountants, 4 payroll/bookkeeping specialists, and other support staff.
- Many years of QuickBooks experience, both online and desktop versions, along with many other accounting software providers.
- Current clients include individuals, corporations, non-profits, and foreign entities.

References:

- Kathy Vertin – 248-705-3425 – President of Riverbank Youth Theatre
 - Current services include monthly bill payments, payroll processing, monthly bookkeeping, tax preparation, etc. All services provided through QuickBooks Online.
- Julie Armstrong – 810-434-7875 – Treasurer with Crystal Village Manor Condo Association
 - Current services include monthly bill payments, monthly bookkeeping, financial statement review, tax preparation, etc.

Fee Proposal:

- Flat monthly fee of \$600 per month.
- No additional costs.
 - SWMA will continue to subscribe to QuickBooks Online under existing subscription.
- Any services not listed will be billed at an hourly rate ranging from \$50 - \$185 per hour, depending on staff level performing the additional service.

Unless otherwise noted, all services will be prepared through QuickBooks Online, which is the software currently being used by the entity. Should you have any questions on this, or need something outside of this software, please let us know as that could alter this quote.