

September 13, 2005

Ferris Buscher & Zwiers
Waverly
Holland MI 49423

RE: Request for Proposal

Gentlemen,

This letter is to inform you that Zeeland Charter Township, Ottawa County is seeking a firm to team with to provide the Annual Review (Audit) of the Township financial statements, along with assistance in preparation of additional forms, financial direction & advice.

Your company has been chosen to receive this Request for Proposal either because of our existing relationship or some effort that your firm has made regarding the desire to perform these services for us.

Zeeland Township typically has used some of the following services in addition to the annual audit:

- Preparation of activity for investments
- Preparation of activity for accounts payable
- Preparation of SEC Annual Continuing Disclosure Report
- Preparation of Five Year Projections (Revenue, Debt Service, Water/Sewer Assessment receipts)
- Preparation of Form F-65
- Preparation of Municipal Finance Qualifying Statement
- Assistance with year end reports
- Assistance with year end adjusting entries & fund balance corrections

Any interested responder should provide the following to my attention by close of business Thursday, 12/11/03:

1. Number of municipal government clients you are serving
2. Number and listing of townships you are serving, including reference information
3. Standard billing amount for the annual audit
4. Additional services that you normally provide for clients and any costs associated
5. Ability of your firm to provide additional services listed above and how billing would be determined

Digital submission of proposals that allow for easy dissemination to review participants is appreciated. Zeeland Charter Township reserves the right to accept or reject any proposal for services, for any reason whatsoever.

Any questions concerning this Request for Proposal can be directed to:

Brad Slagh, Supervisor or Marilyn Evink, Clerk at the contact information below.

Sincerely,

Bradley Slagh
Supervisor
e-mail: brad.slagh@zct.zeeland.mi.us

Marilyn Evink
Clerk
e-mail: marilyn.evink@zct.zeeland.mi.us

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