



Teresa D. Johnson CPA, Inc.

November 13, 2024

**Tad Kopf and Hannah Ellis**  
**Port of Olympia**

606 Columbia Street NW, Suite 300  
Olympia, WA 98501

**RE: Proposal for Certified Public Accountant Services-RFP #2024-1041**

Dear Tad and Hanna,

Teresa D Johnson CPA, Inc, is pleased to submit this proposal to provide accounting assistance services to the Port of Olympia. With a proven track record in governmental accounting and extensive experience working with local Washington State governments, our team is uniquely positioned to support the Port in achieving its financial objectives. We understand the complexities and regulatory requirements associated with managing public funds, and we are committed to delivering exceptional service to meet your needs.

Our firm has over 115 years of combined experience in accounting for governmental entities, including direct work with port districts and a solid history of collaborating with the Washington State Auditor's Office. This background ensures that our team is not only familiar with the specific requirements of governmental audits and compliance but is also equipped to handle taxation, financial planning, and internal controls with precision. Our recent engagements with other government clients have involved similar scopes, where we provided expert guidance on best practices, regulatory compliance, and financial oversight.

At TDJCPA, we prioritize client satisfaction, proactive communication, and adaptable service. To ensure the Port's expectations are fully met, we will maintain regular communication with your team, providing updates on progress and addressing any questions promptly. Our structured approach to oversight and project management allows us to deliver consistent results, tailored to the unique challenges faced by the Port of Olympia.

We appreciate the opportunity to present our qualifications and look forward to the possibility of continuing to serve as a trusted partner in supporting the Port's financial and accounting needs. Should you have any questions or require additional information, please feel free to contact me at (360) 559-2309 or via email at [teresa@tdj.cpa](mailto:teresa@tdj.cpa).

Thank you for considering TDJCPA. We are excited about the prospect of continuing to work together and contributing to the Port of Olympia's continued success.

Very truly yours,

Teresa D. Johnson

# PROPOSAL TO PROVIDE ACCOUNTING ASSISTANCE SERVICES TO

Port of Olympia

Prepared by  
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INCORPORATED

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## **FIRM INFORMATION**

### **Why choose TDJCPA?**

The TDJCPA team has over 115 years of combined governmental accounting experience. Within this experience are countless hours of training, education, and hard-earned knowledge. This includes coaching and advising clients, not just as professionals, but as friends. There is a wealth of integrity, ethics, and wisdom behind the years, which combines to form a sterling reputation.

Teresa D Johnson, CPA Inc. has continually proven to be an asset to local governments in the following ways:

- We are a local CPA firm whose expertise is Washington State Local governments, both cash basis and accrual basis.
- We maintain an excellent working relationship with the Washington State Auditor's Office, ensuring compliance and audit readiness.
- We are dedicated to understanding and providing a personalized service tailored to the needs of each client.

### **Governmental Expertise**

Teresa D Johnson CPA, Inc (TDJCPA) provides high-level technical services to our clients. We support the financial operations of governments by developing internal control assessments and providing assistance with developing procedures, processes, and policies surrounding systems such as accounts payable, cash receipting, purchasing, grant management, payroll, and bank reconciliations. Additionally, we assist many governments with becoming compliant with current and past GASB standards and BARS manual requirements.

We are currently under contract with 66 local governments within the state of Washington, making us experts in State BARS and general state and federal laws regulating the financial activities of Washington municipalities.

### **Experience With the Washington State Auditor's Office**

Ninety eight percent of our work is with local governments within the State of Washington, earning us a solid reputation with the State Auditor's Office (SAO). While SAO are experts at local governments, field auditors may not understand the day-to-day operations of the entities which they audit. We respect the concerns brought forward by SAO, we do believe that the best approach is to take accountability for those errors and implement controls as soon as possible to prevent further errors and concerns. We work with SAO to communicate operational issues. We work to bridge the gap between the implementation of SAO's recommendations, as they are written, to how they can be practically implemented. It is important to understand the potential risk identified and ensure the change in procedures will correct the issue.

## Relevant Expertise and Services

Our team members have performed several engagements of this nature and is committed to provide top notch service throughout the length of the engagement.

### We have had significant expertise in the following areas relevant to your needs:

- **Audits and Reviews:** Our team has a history of providing support for both internal and external audits, ensuring compliance with state and federal standards, and preparing clients for rigorous financial reviews. We have also performed internal audit services for local governments.
- **Taxation Services:** Knowledgeable in Washington State Excise Tax regulations and proficient in guiding local government clients through complex tax compliance requirements.
- **Financial Planning and Internal Controls:** Skilled in advising on best practices for internal controls, risk mitigation, and financial planning, tailored to support effective governance and operational efficiency.
- **Consulting Services:** Proven track record in providing consulting services on financial and accounting matters, including GAAP compliance, BARS updates, GASB standards, and payroll management, specifically for government entities.
- **Customized Support:** Flexible and responsive to evolving needs, with a commitment to providing additional consulting and support services as necessary to help clients achieve their financial objectives.

## About Our Team: Staff Qualifications, Experience and Expertise

Our firm consists of six licensed Certified Public Accountants and two accountants specializing in Washington State local governments. Teresa D. Johnson, CPA, operates as the partner and manager.

TDJCPA staff have audit backgrounds and often support clients in ensuring accountability compliance with federal, state, and local legislation, as well as non-financial regulations and compliance requirements. Our continuing professional education requirements keep us current with the generally accepted accounting principles theory and practice, specific to governmental accounting. We do not prepare any federal income tax returns; therefore, our services will not be interrupted by a typical CPA firms tax season.

### **Teresa D Johnson CPA CEO and Founder**

With over 32 years of experience as a licensed CPA. Teresa has built a firm recognized for its deep expertise in governmental accounting and reporting. She specializes in providing strategic consultations on intricate accounting matters, including the application of GASB standards, federal program compliance, and internal control optimization. Under her leadership, TDJ CPA has grown into a trusted partner for a diverse range of local governments, including cities, housing authorities, and port districts.



**Christine Smith, CPA, MBA****Senior Manager**

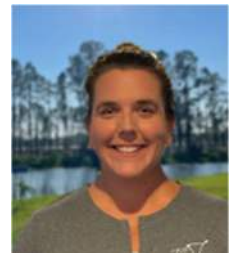
Christine joined TDJ CPA in January 2018 and now has over 26 years of diverse accounting experience. She has excelled in roles such as Accounting Manager, Internal Auditor, and Grant Accountant at the City of Vancouver, and worked as an Associate at a Big 4 accounting firm. Christine's deep expertise in local government audit, risk management, internal controls, and State Excise Tax, combined with her leadership abilities, makes her an invaluable asset to our team. She is not only an accomplished accountant but also a dedicated manager with a heart for service.

**Lisa Brown, CPA****Senior Manager**

Since joining TDJ CPA in 2013, Lisa has become an indispensable part of our team. Known for her integrity, efficiency, and reliability, Lisa specializes in Pension and OPEB accounting. Her prior six years of experience in a private sector public accounting firm, where she focused on interstate and corporate taxation, financial statement review, and business consulting, further amplify her proficiency. Lisa's commitment to delivering exceptional service ensures our clients receive the highest quality of financial guidance.

**Jen Forsberg, CFE****Senior Associate**

Jen joined TDJ CPA in August 2022, bringing with her over 21 years of government auditing and accounting experience. With a bachelor's degree in business administration and credentials as a Certified Fraud Examiner, Jen has a wealth of expertise. She spent 11 years as Finance Director for the City of Washougal, overseeing all accounting, billing, receipting, and budgeting for the city. Prior to that, she dedicated 10 years to the Washington State Auditor's Office, the last four of which were spent as the statewide Fraud Manager. Jen's deep understanding of governmental financial systems and her strategic approach to fraud prevention make her an invaluable resource for our clients.

**Leona Langlois****Associate**

Leona has been an essential part of TDJ CPA since November 2021. With a Bachelor of Science in Accounting and over seven years of experience in municipal accounting, including her work as an accountant for the City of Camas, Leona's expertise spans a range of critical functions, including grant and asset management, payroll review, and municipal finance. Before joining City of Camas, Leona dedicated five years to the Vancouver Housing Authority's finance department, where she specialized in accounts receivable and cash management. Known for her honesty, reliability, and dedication to open communication, Leona ensures that our clients' financial operations run smoothly and efficiently.



## FEE PROPOSAL

The professional fee schedule and fee proposal summary are detailed below:

| 2024                      |          |
|---------------------------|----------|
| Fee Schedule-Hourly Rates |          |
| CPA                       | \$246/hr |
| Accountant                | \$178/hr |

| 2025                      |          |
|---------------------------|----------|
| Fee Schedule-Hourly Rates |          |
| CPA                       | \$263/hr |
| Accountant                | \$201/hr |
| CFE                       | \$214/hr |

**Regarding fees – our desire is to serve you. If fees are a deciding factor when the Port of Olympia is selecting a firm to assist in these comprehensive accounting services, TDJ CPA would appreciate the opportunity to discuss our fees in greater detail.**

## FORESEEN CHALLENGES IN MEETING THE SCOPE OF SERVICES

While we do not foresee any challenges that would impact our ability to meet the scope of services, we recognize that there may be complexities in the current and past financial processes. In our experience, governmental entities, including port districts, sometimes face intricate financial records or legacy systems that require additional attention to ensure full compliance and accuracy.

Our team is experienced in working through such complexities and is skilled at identifying areas for improvement. We approach each engagement with a thorough review of existing processes and documentation, allowing us to address any issues seamlessly and implement best practices for optimal financial management.

Additionally, we recognize that staffing challenges within the port, coupled with the current shortage of qualified professionals with expertise in government accounting in the accounting industry, may impact the ability to fill vacant positions efficiently. TDJCPA is committed to providing consistent and proactive support, helping to alleviate these challenges and ensure continuity in financial operations.

## OVERSIGHT AND COMMUNICATION PLAN

Our team's approach and communication plan are designed to ensure transparency, responsiveness, and alignment with the Port of Olympia's expectations. We begin with an initial assessment and regular check-in meetings to stay aligned with project goals. Our project management process emphasizes proactive updates and clear communication channels, allowing the Port to stay informed on progress and involved in key decisions. We are committed to responding promptly to inquiries and addressing any issues that arise with minimal disruption. Additionally, we incorporate feedback at each stage to refine our approach, ensuring a seamless and successful engagement.

## REFERENCES

Matt Rosenberger, Accounting Manager, Port of Ridgefield

(360) 887-3873, Email: [MRosenberger@portridgefield.org](mailto:MRosenberger@portridgefield.org)

Leo Kim, Chief Finance Officer, Mason County

(360) 427-9670 ext 472, Email: [LKim@masoncountywa.gov](mailto:LKim@masoncountywa.gov)

Kirk Johnson, Finance Director, City of Ridgefield

(360) 857-5008, Email: [kirk.johnson@ridgefieldwa.us](mailto:kirk.johnson@ridgefieldwa.us)

Matt Ransom, Executive Director, Southwest Washington Regional Transportation Council

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## PROPOSAL SUMMARY

Teresa D Johnson, CPA Inc. has continually proven to be an asset to local governments. Our industry concentration is local Washington state governments and as such, we are experts in our field. We provide a combined experience of 115 years in governmental accounting. We are confident that our extensive experience with local Washington State governments makes us an ideal partner to support your needs. If this proposal is selected, we look forward to working with Port of Olympia to support and advise through various accounting and financial services. We are confident that we can meet the challenges ahead and stand ready to partner with you.

**If you have questions on this proposal, feel free to contact me at your convenience by email at [teresa@tdj.cpa](mailto:teresa@tdj.cpa) or by phone at (360) 559-2309.**