



Foothill – De Anza Association of Classified Employees (ACE)  
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Date: June 13, 2018  
To: ACE Executive Board  
From: Chris White, President & Annette Perez, Treasurer  
RE: Contract Renewal, ACE Accountant Nancy Reynolds

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### **Background**

To help maintain fiscal accountability, ACE hires an independent accountant to manage the books, prepare financial statements and assist in preparing our taxes and for our yearly financial audit. Since 2011, ACE has hired Nancy Reynolds to manage our accounting services. During her tenure, Nancy has consistently provided quick service updating our books every month and the auditors have never indicated any issue with how our accounts are managed. Her fees have remained affordable and are comparable to other independent contractors providing the same service. In 2011, her fee was \$325 a month, today it is \$375 per month.

### **Recommendation**

Approve the contract to hire Nancy Reynolds for the fiscal year (FY) 2018-19, at a fee rate of \$375 per month, to continue managing accounting services for ACE.

**Attached:** ACE Accounting Services Contract, Nancy Reynolds FY 2018-2019

