



www.WeServeGovernments.com

Government Services Group, Inc.

CORPORATE HEADQUARTERS:

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LONGWOOD OFFICE:

280 Wekiva Springs Road
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Government Services Group, Inc.
Municipal Services Division

**Financial
Administration Services**



LONGWOOD OFFICE
280 Wekiva Springs Road
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Municipal Services Division Profile

The **Municipal Services Division (MSD)** of **Government Services Group, Inc. (GSG)** offers an array of Financial Administration Services in the areas of capital financing & bond issue compliance, full service governmental budgeting & accounting, and billing services to meet the needs of governmental entities.

Within these specialty areas, services include, but are not limited to payroll, fixed assets, general ledger, financial reporting, delinquent accounts, financial administration & internal audit, franchise fees, telecommunication & utility taxes, cash & investments, cash receipts/accounts receivable and budget preparation & management.

Outstanding service you can expect from GSG:

- **Cash & Investments, Cash Receipts/Accounts Receivable** – Review of monthly investment income analysis, planning investment strategies in accordance with policies, review and reconciliation of receipts and credit card transactions, accounting for receivables and collections for utility billing, facilities rentals
- **Payroll** – Coordination, review of record-keeping system, review quarterly reporting
- **Financial Reporting** – Comprehensive Annual Financial Report (CAFR) preparation including year end journal entries as necessary, draft Management Discussion and Analysis (MD&A), review financial statements prepared by auditors, preparation of Statistical section, State Report preparation and submittal, review of monthly financial reports for governing Boards

- **Financial Administration and Internal Audit** – Review of Bank Reconciliations, property inventories, surplus property review, review of significant agreements including debt and grant instruments. Administration of Finance operation and staffing, strategic planning and performance monitoring
- **General Ledger** – Analysis of accounts, audit coordination, posting audit entries, review of GASB-34 related entries, completion of audit schedules
- **Fixed Assets** – Assembly of property records, coding data entry for additions and disposals, reconciliation of capital projects and construction in progress, reconciliation of general ledger entries to record property transactions and depreciation, reconcile GASB 34 entries
- **Delinquent Accounts** – Monitor receivable aging reports, manage collection efforts including lien filing process and collection/satisfactions
- **Franchise fees, Telecommunication & Utility Taxes** – Review and analysis of collections and compliance, ordinances
- **Budget Preparation & Management** – Build historical data and projections for each department. Manage the process for department heads to stay on track through the entire process. Update certain budget assumptions based on update actual performance



Town of Highland Beach

3614 SOUTH OCEAN BOULEVARD • HIGHLAND BEACH, FLORIDA 33487

Palm Beach County, Florida

561-278-4548
FAX 561-285-3582

Mayor:
Jim News, CPA
Vice Mayor:
Miriam S. Zwick
Commissioners:
Doris M. Tritley
John J. Borrelli
John J. Pagliaro
Town Manager:
Dale S. Sugerman, Ph. D.

Village of Biscayne Park
640 N.E. 114th Street
Biscayne Park, Florida 33161

To Whom It May Concern:

I am writing on behalf of Government Services Group (GSG) in connection with their provision of finance administration services.

The Town of Highland Beach engaged GSG in September of 2008 to provide contracted Finance and Accounting Services. The contract scope includes: oversight of cash and investments, receipts and accounts receivable, payroll, preparation of the Comprehensive Annual Financial Report, audit coordination, analysis of general ledger accounts, ensuring GASB compliance and other tasks. Our Town historically had these duties carried out by a full time Finance Director on staff. With the retirement of our former director, we sought to maintain high quality financial administration while reducing our expenditures for this activity through a contract provider. In the first year of our contract with GSG, we have unquestionably accomplished this objective. The Town has reduced its annual cost by over \$40,000 and has actually strengthened its financial management capabilities. GSG has brought strong local government finance experience and expertise to augment the Town staff. GSG's personnel are supervised by highly experienced city and county managers. We have been very pleased with their services and I would recommend them to other municipalities with objectives similar to ours.

Please feel free to contact me if you have any questions or wish to discuss further.

Very truly yours,

TOWN OF HIGHLAND BEACH

Dale S. Sugerman, Ph.D.
Town Manager

www.ci.highland-beach.fl.us