



# **CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING AGENDA**

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**Tuesday, January 16, 2018 at 6:30 p.m.**

Doral Government Center  
3<sup>rd</sup> Floor Training Room  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

**1. Call to Order / Roll Call of Foundation Members**

Director Elizabeth Canchola  
Director Fernando Horruitiner  
Director Edgar Martinez  
Director Alberto Ruiz  
Director Jodi Steinbauer

**2. Pledge of Allegiance**

**3. Public Comments**

**4. Financial Items:**

- A. PP4K Bank Statements (November and December 2017)**
- B. IRS Form 990 (File or Request for an Extension)**
- C. Rodriguez and Trueba Proposal Service Dates and Services Approved**

**5. Discussion Items:**

- A. John I. Smith After School Program / Payments**

**6. Next Meeting Date:** February 7, 2018 at 6:00 pm.

**7. Adjournment**

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53<sup>rd</sup> Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Parks & Police 4 Kids  
**BANK RECONCILIATION FORM**  
 For the Month of : November 2017

DATE: 12/1/2017  
 BANK: WELLS FARGO  
 BK ACCT # XXXXXXXXXXXX68

Beginning Balance	182,830.61	Balance per Bank	185,395.99
<b>Deposits/Credits:</b>		<b>Deposits in Transit:</b>	
Deposit	2,595.04		
Void Checks			
<b>Total</b>	<b>185,425.65</b>	<b>Total</b>	<b>185,395.99</b>
<b>Checks/Debits:</b>		<b>Outstanding Checks:</b>	
Checks #			
DEBITS    Bank Fee	29.66		
<b>Ending Balance</b>	<b>185,395.99</b>	<b>Ending Balance</b>	<b>185,395.99</b>

*[Handwritten Signature]* 12/1/2017

*[Handwritten Signature]* 12/1/17

# Business Cash Manager

Account number:

November 1, 2017 - November 30, 2017 Page 1 of 2



DCWC11DTSF 020602



PARKS & POLICE 4 KIDS  
ATTN: ELIZA RASSI  
8401 NW 53RD TER  
DORAL FL 33166-4517



## Questions?

Call your Customer Service Officer or Client Services  
**1-800-AT WELLS** (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (182)  
PO Box 63020  
San Francisco, CA 94163

## Account summary

### Business Cash Manager

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$182,830.61	\$2,595.04	-\$29.66	\$185,395.99

## Credits

### Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	11/06	2,595.04	Over The Counter Deposit
		<b>\$2,595.04</b>	<b>Total electronic deposits/bank credits</b>
		<b>\$2,595.04</b>	<b>Total credits</b>

## Debits

### Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	11/13	29.66	Client Analysis Svc Chrg 171110 Svc Chge
		<b>\$29.66</b>	<b>Total electronic debits/bank debits</b>
		<b>\$29.66</b>	<b>Total debits</b>

## Daily ledger balance summary

Date	Balance	Date	Balance	Date	Balance
10/31	182,830.61	11/06	185,425.65	11/13	185,395.99
<b>Average daily ledger balance</b>		<b>\$184,975.34</b>			

DCWC11DTSF 020602 NNNNNNNNNN NNN NNN 001 001 182 056031 20518785.1

Parks & Police 4 Kids  
**BANK RECONCILIATION FORM**  
 For the Month of : December 2017

DATE: 1/1/2018  
 BANK: WELLS FARGO  
 BK ACCT # XXXXXXXXXXXX68

<b>Beginning Balance</b>	<b>185,395.99</b>	<b>Balance per Bank</b>	<b>186,674.12</b>
<b>Deposits/Credits:</b>		<b>Deposits in Transit:</b>	
Deposit	1,278.13		
Void Checks			
<b>Total</b>	<b>186,674.12</b>	<b>Total</b>	<b>186,674.12</b>
<b>Checks/Debits:</b>		<b>Outstanding Checks:</b>	
Checks #			
DEBITS      Bank Fee	-		
<b>Ending Balance</b>	<b>186,674.12</b>	<b>Ending Balance</b>	<b>186,674.12</b>

*MJM 1/3/18*

*[Signature] 1/3/2018*

# Business Cash Manager

Account number:

■ December 1, 2017 - December 31, 2017 ■ Page 1 of 1



PARKS & POLICE 4 KIDS  
ATTN: ELIZA RASSI  
8401 NW 53RD TER  
DORAL FL 33166-4517

## Questions?

Call your Customer Service Officer or Client Services

**1-800-AT WELLS** (1-800-289-3557)

5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (182)

PO Box 63020

San Francisco, CA 94163

## Account summary

### Business Cash Manager

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$185,395.99	\$1,278.13	\$0.00	\$186,674.12

## Credits

### Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	12/20	1,278.13	Over The Counter Deposit
		<b>\$1,278.13</b>	<b>Total electronic deposits/bank credits</b>
		<b>\$1,278.13</b>	<b>Total credits</b>

## Daily ledger balance summary

Date	Balance	Date	Balance
11/30	185,395.99	12/20	186,674.12
<b>Average daily ledger balance</b>		<b>\$185,890.75</b>	

NOTICE: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery PO Box 5058 Portland, OR. 97208-5058. You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

12/5/2017



RODRIGUEZ, TRUEBA & CO., PA  
CERTIFIED PUBLIC ACCOUNTANTS



## Proposal For **Parks & Police 4 Kids, Inc.**

Requested by:

Alberto J. Ruiz  
Vice-Chair

at

Parks & Police 4 Kids, Inc.  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

# Tax & Consulting Services Proposal

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# ENGAGEMENT PROPOSAL

December 5, 2017

Mr. Alberto J. Ruiz  
Vice-Chair  
Parks & Police 4 Kids, Inc.

Dear Mr. Ruiz:

We are pleased to have this opportunity to present the qualifications of the accounting, audit and consulting team of Rodriguez, Trueba & Company, CPA, P.A., ("RT&C") to serve as the independent certified public accountants and professional advisors of Parks & Police 4 Kids, Inc. (the Organization"). We are proposing to provide accounting and tax services to Parks & Police 4 Kids, Inc. for the year **January 1, 2018 to December 31, 2018**. Your engagement is one demanding professional resources, industry knowledge and expertise, and most importantly, experience serving similar entities. Our team understands the services required and is committed to performing all of these services within the required time frame.

The following pages will provide you with our qualifications and references in dealing with Florida governments and non-profits. We have built a team of professionals that provide high quality service. Our professionals have audited and advised numerous companies and entities in this same area of service, therefore, we know the complexity of the systems involved which can be beneficial for your organization.

As the responsible partner for the proposed service, I wish to thank you for reaching out to us, and providing us with the opportunity to show our commitment to delivering a highly coordinated and efficient service. As a firm with more than 30 years corporate history we have built many trusting long term relationships. We have the confidence that we will be able to cater a package to exceed your organization's needs.

We are at your service to answer any questions you may have with regards to what is written in this proposal. We wish to collaborate in order to best communicate expectations and requirements.

Sincerely,

*Carlos M. Trueba, CPA*

Partner

**Rodriguez, Trueba & Co. PA**

Member Firm of FY International

Rodriguez, Trueba & Co., PA  
Member of FY International

## FIRM PROFILE

RT&C renders services to private, nonprofit and governmental organizations that represent nearly all facets of the economic spectrum. The following services are available to our clients:

### **Comprehensive Accounting Services**

These services include the full spectrum of the accounting practice. They range from account write-up to compilation, review and audits of financial statements. This also includes expertise in grant compliance and reporting.

### **Tax Services**

These services include the planning and preparation of our clients' tax returns. We investigate all possible planning opportunities to maximize tax savings. We subscribe to various tax services and publications as well as hold internal quarterly seminars with staff to discuss tax law changes. We advise our clients to work towards the most tax advantageous posturing permitted within the Internal Revenue Code.

### **Legal Services**

These services include business evaluations, damage appraisals and work related to overall litigation support including bankruptcy, divorce and estate planning. We work closely with attorneys, insurance companies, and regulatory agencies to maximize the full use of our services.

### **Consulting Services**

These services include the design of budgetary, accounting, and cost control systems. Our services complement the implementation of control structures with management information and reporting systems. We provide services for all facets of the business environment including but not limited to financial consulting, operation system implementation and redesign, information technology, human resources, and more.

### **Additional Services**

- Administrative and consulting services related to organizational structure and personnel administration.
- Design and installation of electronic data processing systems, including hardware selection, software development, database design, and communications.
- Design of management information and reporting systems.
- Economy and efficiency studies.

### **Experience**

- Federal and State Single Audits
- Significant experience in assisting Non-Profits in obtaining tax exempt status and re-instating status for various reasons.

## ENGAGEMENT TEAM PROFILE

The following is a brief description of our professional classifications:

### Partners

Our partners are CPA's and all have more than 25 years of diversified public and private accounting experience. Additionally, several partners have a minimum of three years in private industry, and experience with National or "Big 4" CPA firms. They are responsible for overall company and client policy, direction and quality control. Their vision has allowed our firm to grow to its current size and provide outstanding quality. RT&C stands out in comparison to firms of comparable size because of our commitment to our clients.

### Managers

Our Audit manager has over 10 years of diversified public accounting experience. He manages the audit staff; plans engagements by assessing risk, performing analytical reviews and preparing or reviewing financial statements; responsible for engagement compliance with applicable accounting standards and principles; produces management letters; and audit reports. He is a CPA in the State of Florida.

Our Tax managers have over 6 years of public accounting experience and have expertise in producing full range of tax services in compliance with U.S. laws and regulations.

### Senior Accountants

Our senior accountants have a minimum of six (6) years of diversified public accounting experience. They perform audit procedures, supervise staff, review findings and prepare audit reports. Seniors are all graduates from accredited universities with graduate level courses or masters degrees, including two CPA's.

### Staff Accountants

All our staff accountants are graduates from accredited universities with major course work in accounting. They assist in all auditing, tax and consulting engagements and expand their skills through on the job training and educational programs.

### Memberships

- AICPA
- FICPA
- FY International

Rodriguez, Trueba & Co., has obtained designation as a Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE) since January 29, 1993.

RT&C's Partners are heavily involved in their communities, and have vested commitments in Florida. Our commitment is evidenced by our track record and reputation.

## REFERENCES

### Audit Services

*Managing Partner: Carlos M. Trueba, CPA*

#### **City of West Miami**

901 SW 62<sup>nd</sup> Avenue  
West Miami, FL 33144

Contact: Yolanda Aguilar  
Phone: 305-266-1122

#### **City of Doral**

8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

Contact: Matilda Menendez  
Phone: 305-593-6725 ext. 4000

### Audit Services

*Managing Partner: Carlos M. Trueba, CPA*

#### **Joint Venture with RSM**

- Miami-Dade County
- Broward County
- City of Miami
- Miami-Dade County Public Schools

#### **Joint Venture with Anthony Brunson P.A**

- Miami Dade County – Clerk of the Courts
- CareerSource South Florida

## REFERENCES

### Comprehensive Accounting and Tax Services

*Managing Partner: Carlos M. Trueba, CPA*

#### **Read 2 Succeed**

13418 SW 128 Street  
Miami, FL 33186

Contact: David Castrillon  
Phone: 305-969-7440

### Comprehensive Accounting Services

*Managing Partner: Carlos M. Trueba, CPA*

#### **Doral Business Council**

7955 NW 12<sup>th</sup> Street, Ste 312  
Doral, FL 33126

Contact: Barbara Pimentel

#### **Miami International Arbitration Foundation, Inc.**

1200 Anastasia Avenue, Suite 213  
Coral Gables, FL 33134

Contact: Ines Calderon  
Phone: 786-693-6011

#### **Florida FTAA Foundation Inc.**

1200 Anastasia Avenue, Suite 213  
Coral Gables, FL 33134

Contact: Ines Calderon  
Phone: 786-693-6011

### Audit Services and Grant Compliance

*Managing Partner: Jarnette G. Rodriguez, CPA*

#### **Miami Rescue Mission Clinic Inc.**

2015 NW 1<sup>st</sup> Avenue  
Miami, FL 33127

Contact: Jesus Inguanzo  
Phone: 786-269-3772

### Grant Compliance, Audit and Tax Services

*Managing Partner: Jarnette G. Rodriguez, CPA*

#### **Allapattah Community Action, Inc.**

2257 NW North River Drive  
Miami, FL 33125

Contact: Miriam Urra  
Phone: 305-633-0466

#### **Behavioral Science Research Corp**

2121 Ponce de Leon Blvd., Ste 250  
Coral Gables, FL 33134

Contact: Morela Lucas  
Phone: 305-448-7704

## METHODOLOGY & DELIVERABLES

Selecting the RT&C team will provide you with a number of important advantages:

### **Stability, Longevity & Capability in Serving Private Sector Entities**

Rodriguez, Trueba & Company, CPA, PA has a history of providing quality professional services to an impressive list of private, governmental and nonprofit clients in Florida. Our professionals are prepared to bring your office an unrivaled combination of relevant technical expertise and experience in serving entities whose issues and needs align with your needs.

### **Seamless Transition**

We recognize that the transition of your accounting and tax relationship will be a significant activity for Parks & Police 4 Kids, Inc. and one that requires minimal disruption. Based on our experience, a smooth transition of professional services requires a team that knows and is committed to your industry, early planning and coordination, and effective and frequent communication. Our ability to leverage knowledge from our industry databases and the relevant expertise of our team members puts us in the best position to hit the ground running.

### **State-of-the-Art Technology**

During the past three years, we have invested significantly in advanced technology, software and training as we reengineered our accounting and tax processes to deliver more value at a lower cost. The cumulative impact is: speed, efficiency, greater accuracy, intensified focus on areas of risk...and a more valuable service for Parks & Police 4 Kids, Inc.

### **Our Team**

With more than 30 years of experience and involvement in South Florida's business community and governments, RT&C has assisted many individuals and organizations in achieving success and reaching their goals. Throughout our history, we have maintained a strong interest in meeting the needs of local entrepreneurs and closely-held businesses. As a result, our Partners have been involved in the development and growth of many of South Florida's vital industries, including governmental entities, and non-profit organizations.

## PROPOSED FEES

Tax preparation (Form 990 & 990T)

\$ 1,000

Comfort letter with affirmation or uses of grant proceeds (if needed)

\$ 500

Compiled financial statements (if needed)

\$ 2,000



Our fees reflect our best estimate of the time needed to meet the engagement objectives. We will discuss our time estimates with you if a revision of the time estimates is necessary.



RODRIGUEZ, TRUEBA & CO., PA  
CERTIFIED PUBLIC ACCOUNTANTS



1985 NW 88<sup>th</sup> Court, Suite 101  
Doral, FL 33172

[www.rtc-cpa.com](http://www.rtc-cpa.com)