EXHIBIT A

SCOPE OF SERVICES

The City has identified the need for a financial consultant to support the Finance Department in preparing the Annual Comprehensive Financial Report (ACFR) as well as Single Audit and other required annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and policy requirements to ensure a clean and timely audit.

The key job responsibilities include assisting the department with the following tasks/projects:

1) Year-end close and audit preparation -

- Implement recommendations from auditors to ensure internal controls are met and to minimize/alleviate prior year findings and concerns

- Develop operating procedures and schedules for monthly, quarterly, annual cadence of financial activities required to prepare for year-end audit

- Serve as primary support to guide finance team in ensuring audit benchmarks and deliverables to auditors are delivered accurately and as scheduled

- Provide technical assistance to staff in preparation/review of audit schedules, worksheets, reconciliations, journal entries, balancing financial accounts, etc.

- Prepare/review analytical analysis, agreements, contacts, budget documents, etc., as necessitated by the audit.

- Coordinate with finance staff, city departments, auditors, and others to ensure timely and accurate completion of year-end close activities

- Review ACFR document for accuracy and completeness

- Provide technical assistance/support in "as is" versus "to be" analysis and planning for implementation of ERP

2) Provide any other assistance in support of Finance Operations as needed and to have all work completed by April 7, 2026.

Amendment No. 1 to Consulting Services Agreement between City of San Leandro and KDC Accounting & Consulting, LLP Last revised 12/15/2025

Exhibit A – Page 1 of 1

EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

Consultant's compensation shall be set per hour as follows:

Standard Rate: $197.00

Pre-Authorization of the request for eligible reimbursement of expenses shall not exceed $1,500.