



Proposal Submission

From:

Eleccount Consulting LLC

Towson, MD

Lina Malechkova

Owner & Principal Consultant

443-577-8226

Eleccount.Lina@gmail.com

www.EleccountConsulting.com

To:

The Sports Authority of the City of Crossville

392 North Main Street Crossville, TN 38555

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Proposal to Provide Financial Services to the Sports Authority

To Whom It May Concern:

Eleccount Consulting is pleased to submit this proposal in response to your solicitation for financial services support for the Sports Authority. We recognize the critical importance of sound financial management in promoting transparency, accountability, and fiscal responsibility. Our team is confident in its ability to provide high-quality oversight and support in alignment with your goals.

About Eleccount Consulting

Eleccount Consulting is a woman-owned accounting and financial analysis firm based in Towson, Maryland. We specialize in supporting private entities engaged in government projects as well as small public agencies. Our firm brings deep expertise in project accounting, financial reporting, compliance, and operational advising.

We are committed to delivering accurate, insightful, and actionable financial guidance that empowers boards and executive leadership to make informed decisions while maintaining full regulatory compliance.



Understanding of Responsibilities

We understand that the selected consultant will be responsible for:

- Managing the receipt, custody, and disbursement of Sports Authority funds.
 - Preparing and presenting financial reports and analysis to both internal and external stakeholders.
 - Advising the Board of Directors on financial matters, including budgetary impacts and long-term planning.
 - Maintaining financial records in accordance with governmental accounting standards.
 - Attending Board meetings and providing timely, relevant financial updates.
 - Providing ongoing support, approximately 10 hours per month, following the initial setup phase.
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Qualifications

- **Governmental accounting expertise:** Deep knowledge of GAAP and fund accounting principles.
 - **Robust internal controls:** Proven track record in audit preparation and policy implementation.
 - **Advanced analytical skills:** Ability to extract key insights from budget and operational data.
 - **Clear communication:** Extensive experience presenting financial information to boards and diverse stakeholders.
 - **Process efficiency:** Skilled in streamlining and consolidating accounting operations to ensure accuracy and completeness.
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Relevant Experience

Eleccount Consulting brings hands-on experience supporting complex, multi-agency projects and delivering high-quality financial reporting and advisory services across diverse sectors.

Highlights include:

DME Enterprises of Baltimore, LLC

Provided financial leadership and oversight for more than 50 engineering projects serving public agencies including the City of Baltimore, Howard County, Baltimore County, WSSC, MDTA, MTA, DC Water, and the City of Alexandria. Our role included:



- Preparing and analyzing monthly and year-end financial reports, including overhead audit statements.
- Managing AIA-style progress billing to support accurate and timely invoicing.
- Overseeing year-end tax processes and collaborating with external CPAs to ensure compliance.
- Participating in leadership meetings and contributing to project reporting and strategic financial recommendations.
- Facilitating communication across departments to support financial alignment on project goals.
- Preparing and renewing federal and state professional certifications.
- Assisting executives, engineers, and marketing teams in the development of detailed proposal packages.

Tradepoint Atlantic

Supported two key business units—Marine Terminals and Rail—delivering full-spectrum financial analysis, reporting, and audit support:

- Produced and analyzed monthly and annual financial statements to inform CFO and senior leadership decision-making.
- Conducted variance and trend analysis, established financial benchmarks, and monitored key performance indicators.
- Led annual budgeting processes in coordination with operational leadership to ensure accuracy and alignment with strategic goals.
- Served as the primary liaison for external auditors, managing compliance and reporting for both business segments.
- Improved financial efficiency through automation of routine tasks and streamlining of Excel and software systems.

Our Approach

1. **Initial Assessment and Setup**
Conduct a comprehensive review of existing financial systems, historical transactions, and chart of accounts. Establish a clear and consistent reporting framework.
2. **Ongoing Monthly Support (~10 hours/month)**
Provide transaction review, disbursement tracking, timely financial reporting, and regular updates tailored to Board needs.
3. **Board Engagement**
Attend Board meetings remotely, as needed, offering strategic financial insight and actionable recommendations in clear, concise formats.



4. **Compliance and Advisory Services**

Ensure full compliance with applicable laws, regulations, and accounting standards. Offer proactive advice on strengthening financial controls and practices.

Proposed Fee Structure

Eleccount Consulting proposes a monthly retainer commensurate with the outlined 10-hour commitment and scope of services. A detailed fee breakdown is available upon request and will be customized to fit your budget and expectations.

We appreciate the opportunity to support the mission of the Sports Authority and look forward to the possibility of working together to advance financial excellence and accountability. Please don't hesitate to contact us with any questions or to request further information.

Sincerely,
Lina Malechkova
Owner & Principal Consultant
Eleccount Consulting
443-577-8226
Eleccount.Lina@gmail.com