



Boone County Regional Sewer District
Mr. Tom Ratermann, General Manager
1314 N. 7th St.
Columbia, MO 65201

May 15, 2023

Dear Mr. Ratermann:

This letter is written to confirm and specify the terms of our engagement and the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom reports are prepared or services are rendered to confirm the agreed upon arrangements.

My staff and I have been engaged to perform strategic planning and consulting services for Boone County Regional Sewer District. Services to be performed are evaluate the existing accounting systems and processes; provide recommendations and best practices to improve efficiencies of the internal accounting function; assist in the preparation of financial statements, depreciation schedules, and other ad-ho reports as needed. The engagement time frame and current pricing will be effective from May 15th, 2023 through December 31, 2023. An option to extend the engagement beyond this time frame is available if desired and agreed upon by both parties. We will not audit or verify the data submitted to us; however, we may ask you to clarify some of the information. Our work in connection with these services does not include any procedures designed to discover defalcations or other irregularities, should any exist. Therefore, we will not express an opinion or provide any assurance. Any financial statements we prepare will not be accompanied by a report and will clearly indicate that no assurance is provided on them.

It is your responsibility to provide all information required for the preparation of complete and accurate documents and to ensure that the entity complies with the laws and regulations applicable to the entity and its activities. You should retain all pertinent records to substantiate information as they may be necessary to prove the accuracy and completeness of the documents. It is our understanding that your management desires to limit our access to company information and personnel. This engagement will be performed under the direction and oversight of your management. Therefore, you accept full responsibility for this engagement and any documents or decisions based on it or related to it.

Fees for these services will include a \$200 per month consulting fee plus \$175 per hour for services rendered. If changes to the scope of services are requested additional fees will be charged based upon the amount of time required at standard billing rates plus out of pocket expenses. All invoices are due and payable upon presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or cost, including attorney's fees, resulting from misrepresentations to us and your management's responsibility related to this engagement. You also agree to hold us harmless and to release, indemnify, and defend us from any other liability or cost, including attorney's fees, resulting from any actions against us by third parties relying on the financial statements and documents described herein in excess of our fees paid by you for services provided under this contract except for our own intentional wrongdoing. You agree our liability related to this contract and the services we provide shall be limited to the amount of fees paid by you for services rendered under this contract. This limitation shall not apply to the extent it is determined by a court of law that the liability resulted from our own intentional or willful misconduct.

In order that I may properly advise you, please keep me informed of any significant changes in financial affairs or of any correspondence received related to this engagement. If the above statements are in accordance with your understanding of the terms and conditions of this engagement, please sign where indicated on this letter and return it to me. However, if there are other services or statements you expect us to prepare, please contact us to let us know. We appreciate the opportunity to work with you. If you have any questions, or if we can be of further assistance, please contact us.

Accepted by: _____ Date: _____

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PRIVACY POLICY

CPAs, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

PARTIES TO **WHOM WE** DISCLOSE INFORMATION

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

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