

2023-15

## Letter of Engagement for Budget Preparation

This agreement/engagement is between J13 Enterprises, LLC, herein referred to as "I" and Keith County, herein referred to as "You".

This letter is to confirm our mutual understanding of the services to be provided to Keith County for the 2023-2024 budget year.

I will prepare the annual budget document and the summary of significant forecast assumptions for Keith County for the fiscal year ending June 30, 2024. This will adhere to the form prescribed by the Nebraska Auditor of Public Accounts. The compilation of your annual budget document will be comprised from the information and data received from your various offices relative to the information needed to compile your budget document and the summary of significant forecast assumptions.

### **My Responsibilities:**

The objective of this engagement is to:

- 1) Prepare the budget document in accordance with the format prescribed by the Nebraska Auditor of Public Accounts.
- 2) Assist you in the presentation of the budget document without undertaking an obligation to provide any assurance that there are no material modifications that should be made to the budget document in order for it to be in accordance with the format prescribed by NAPA.
- 3) I will email or otherwise coordinate with your various departments and supervisors the preliminary budget worksheets to be completed by the respective individuals with the expectation that these worksheets will be returned to me in order to compile the budget document.
- 4) I will not be required to, and will not verify the accuracy or completeness of the information the county and its various representatives will provide me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion.
- 5) My engagement cannot be relied upon to identify or disclose any budget document misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the entity or non-compliance with laws and regulations.
- 6) I reserve the right to refuse to perform any procedure, or take any action that could be construed as assuming management responsibilities.
- 7) I will prepare the budget document and its necessary documents which include but may not be limited to its worksheets, schedules & resolutions.
- 8) I will assemble the budget packets/binders of the budget document when the document is completed.
- 9) I will coordinate with your various county officials and/or assigned point of contact, such as the County Clerk, regarding meeting times and publishing deadlines in order to have the annual budget submitted to the Nebraska Auditor of Public Accounts in accordance with the deadline of September 30<sup>th</sup>.



### Your responsibilities:

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare the budget document and assist you in the presentation of the budget document.

You have the following overall responsibilities:

- 1) The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the budget document.
- 2) To ensure that your various offices provide me with their completed budget worksheets and requested funds for operations, as it relates to the initial compilation of the budget document, in a timely manner. **In the event these completed worksheets have not been delivered by the deadline agreed upon by Mr. Johnson and the County Board, the prior year's approved budget figures will be used as the initial budget request.**
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the budget document.
- 4) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide me for the engagement.
- 5) To provide me with access to all information of which you are aware that is relevant to the preparation and fair presentation of the budget document, such as records, documentation, and other matters.
- 6) To provide me with additional information that I may request from your county for the purpose of compiling the budget document.
- 7) To provide me with access to persons within the entity of whom are necessary to make inquiries regarding matters pertaining to the compilation of the budget.
- 8) To assign or designate a point of contact person within the County for the purpose of providing accurate information to me with regard to completing the budget document.
- 9) To acknowledge that the County and its officials are responsible for all management decisions and responsibilities, as well as designating an individual or individuals with suitable skills, knowledge, and experience to oversee the bookkeeping services as it relates to the preparation of your budget documents. You are responsible for evaluating the adequacy, accuracy and results of the services performed and accept responsibility for such services.



**Other Relevant Information**

J13 Enterprises, LLC, managed by Caleb W. Johnson, is responsible for the engagement of these services.

The board acknowledges that Mr. Johnson is not an accountant or a CPA.

Unless unforeseen circumstances arise, my fee for these services for the budget preparation for fiscal year 2023-2024 will be the agreed upon amount of \$5,200. *In the event that unforeseen circumstances, such as, but not limited to, amendments, or other regulatory changes by the State or other governing body do arise in 2023-2024, a mutually agreed upon rate between both parties will be agreed upon before such services are engaged and performed. Similarly, if the board wishes to have Mr. Johnson physically present at an LB644 requirement hearing, the cost of this service will be the hourly rate of \$85.00, plus required travel expenses. In the event Mr. Johnson assists in the presentation at an LB644 Hearing, via Zoom or teleconference, this rate would be included in the \$5,200.00*

J13 Enterprises, LLC will charge your county a mileage fee for necessary travel to your county at the IRS approved rate for the fiscal year, as well as miscellaneous supplies such as binders & dividers, if not provided by Keith County.


The invoice for this fee will be rendered at completion, and is payable on presentation to J13 Enterprises, LLC.

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I appreciate the opportunity to be of service to you and your county, and believe this letter accurately summarizes the significant terms of the engagement.

If you have any questions, please let me know.

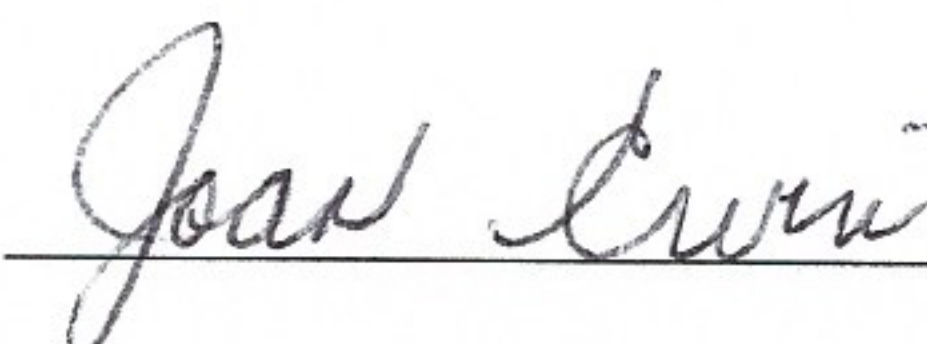
If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Thank you for the opportunity to be of service.

  
J13 Enterprises, LLC  
Caleb W. Johnson, President

Date: Feb 22, 2023

Acknowledged & Accepted by Keith County:

  
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Board Chair

Feb 22, 2023 Date of Acceptance



J13 Enterprises, LLC  
Caleb W. Johnson  
PO Box 480  
Ogallala, NE 69153  
(308) 284-2021

February 22, 2023

Dear Keith County Commissioners,

I am offering to prepare the budget documents and summaries for Keith County for fiscal year 2023-2024 for the fee of \$5,200.00, payable upon completion and submission of the budget document to the Nebraska Auditor of Public Accounts.

My services would include:

1. Emailing or otherwise sending your various departments and supervisors budget worksheets to be completed by the respective individuals and returned to me for compilation into your budget document.
2. Coordinating with you and/or your designated representative, such as the County Clerk, times to meet with your board for the purposes of reviewing, completing and finalizing your budget worksheets.
3. Preparation of the budget document and its necessary worksheets and schedules.
4. Assembly of the budget packets/binders with the completed budget.
5. Submission to the Nebraska Auditor of Public Accounts by September 30<sup>th</sup>.
6. I will charge your county mileage at the IRS approved rate for the current fiscal year for necessary travel to your county.

Optional Services

1. I will provide supplies, such as binders, dividers, etc, and will bill the county at cost, unless the county provides me with such materials.

Thank you for your consideration,



J13 Enterprises, LLC  
Caleb W. Johnson, President