

*Hartman and Williams, L.L.C.*

16 S. Franklin St.  
Bloomfield, Indiana 47424  
(O) 812-227-8075  
(FAX) 812-227-8078

June 19, 2017

C/O Beth Neff  
Town of Yorktown Clerk Treasurer  
9800 W. Smith Street  
Yorktown, Indiana 47396

Town of Yorktown Officials:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will assist the Town of Yorktown in accounting services as needed. Accounting services will primarily consist of reconciling the Town's accounting records to the bank balances from January 1, 2016 forward. We will not audit any statements or annual report (State Board of Accounts provides these services). Our services will be limited to providing assistance in completing the above stated tasks. Any other requested services can be discussed but will be outside the scope of this agreement.

Our fees for this engagement would not be contingent on the results of our services. Rather, our fees for this engagement would be based on our standard hourly rates of:

Staff Assistant	\$ 75.00/Hour
Staff Accountant	\$125.00/Hour
CPA Partner	\$150.00/Hour

As we have agreed, either party can terminate this agreement at any time without cause. Our fees will be billed monthly and are payable within the normal governmental bill paying cycle.

If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign the copy of this letter in the space provided and return the original signed letter to us, keeping a fully-executed copy for your records.

Thank you for your attention to this matter, and please contact us with any questions that you may have.

Sincerely,

*Michael E. Williams*

Michael E. Williams, CPA  
Partner

**ACCEPTED AND AGREED**

**Town of Yorktown**

\_\_\_\_\_  
**Beth Neff**  
**Town of Yorktown Clerk Treasurer**

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**Date**

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**Board Member**

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