

Hartman and Williams, L.L.C.

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

December 23, 2021

Lance Turner
Town of Yorktown Clerk Treasurer
9312 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 with compiling their capital asset records along with completing the State Board of Accounts required Form 211 for the reporting years of 2021 and 2022. We will also provide assistance to employees of the Town of Yorktown in understanding the guidelines and procedures in maintaining capital asset records as required by statute and the Indiana State Board of Accounts. We will not audit any statements or annual report (State Board of Accounts provides these services). Although occurrences of fraud may be revealed, in no way can we guaranteed that all instances of fraud will be detected. If an instance of fraud is detected, any necessary forensic accounting services will be considered a separate engagement and billed accordingly. 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	\$110.00/Hour
Manager	\$140.00/Hour
CPA Partner	\$175.00/Hour

Our fees will not exceed:

Year 1	Capital Asset compilation for the reporting year 2021	\$10,000
Year 2	Capital Asset compilation for the reporting year 2022	\$ 5,000

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 government 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 Officials

Lance Turner
Town of Yorktown Clerk Treasurer

Date

Town Council Member

Town Council Member

Town Council Member

Town Council Member

Town Council Member

Town Council Member

Town Council Member