

Ulrich & Associates, PC
Certified Public Accountants

TOOELE COUNTY CORPORATION
CONTRACT # 17-09-05

September 26, 2017

Tooele County Clerk/Auditor

47 South Main, Room #318

Tooele, UT 84074

Dear Mrs. Gillette,

Thank you for the opportunity to submit our proposal for consulting services for Tooele County starting in 2018. Based on the information provided during prior discussions, we propose the following for your consideration:

Annual consulting:

- Work with the independent auditor on summary schedules related to audit information such as detailed accounts receivable, detailed accounts payable, reconciliations of sub ledgers (bail bonds, engineering bonds, etc.), depreciation schedules, and amortization schedules, etc.
- Compile annual financial report including management discussion and analysis, basic financial statements, notes to the financial statements, required supplementary information, schedule of federal awards, and supplementary information.
- Assist with questions during the audit as well as developing solutions to recommendations from the independent auditor.
- Assist management with the evaluation of proposed adjusting journal entries received from the independent auditor.

We anticipate approximately 100 hours for the services noted above. We anticipate that the cost of these services will be \$13,500.

This will include assistance with requests for proposal for audit services for the audit years 2017 and after.

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Quarterly consulting:

- Analytical review of year-to-date financial information for all funds. This would require us to obtain detail information for the Clerk/Auditor's office and verify timely recording of transactions and evaluation of possible budget adjustments
- Internal review of entities or departments as needed. This would include special services districts and boards for which the County is responsible or has an interest.
- Special projects as needed.
- Development of policies and procedures as needed.

We anticipate approximately 45 hours per quarter for the services noted above. We anticipate that the cost of these services will be \$5,500 per quarter.

We expect that initial consulting will focus on previously identified areas for improvement first. Other areas may be identified during our quarterly reviews or through the audit process.

Total cost for annual services and quarterly services will be \$30,000.

If the County Commission requests a review of monthly reports in addition to the services listed above, we will bill that service at our discounted rate of \$125/ hour.

If you have further questions or I can help in any way, please feel free to contact me.

Sincerely,

Heather Christopherson, CPA

Heather Christopherson, CPA

Owner/Shareholder

RESPONSE:

This letter correctly sets forth the understanding of Tooele County.

Governance signature: *Wade B. Peterson*

Title: *Commission Chairman*

Date: *Oct 17, 2017*

ATTEST:

Marilyn K. Gillette

**MARILYN K. GILLETTE
TOOELE COUNTY CLERK/AUDITOR**

