



ARMADA TOWNSHIP

23121 E. MAIN STREET, P.O. BOX 578
ARMADA, MICHIGAN 48005
PHONE: (586) 784-5200 FAX: (586) 784-5211
WEB: WWW.ARMADATWP.GOV

BOARD OF TRUSTEES
SUPERVISOR CHRISTOPHER KROTCHÉ
CLERK MARY K. SWIACKI
TREASURER MONICA JOB
TRUSTEE JIM GOETZINGER
TRUSTEE STEVE NIKKEL

BOARD OF TRUSTEES – SPECIAL MEETING AGENDA

Date: Tuesday, March 25, 2025

Time: 7:00 p.m.

Location: Armada Township Hall
23121 E. Main, Armada, MI 48005

- 1) Call Special Meeting to Order
- 2) Pledge of Allegiance recited
- 3) Roll Call
- 4) Public Comment(s):
- 5) New Business:
 - a) Request by Clerk to re-affirm vote to open Public Hearing at the March 12, 2025 meeting
 - b) Auditor proposals
- 6) Public Comments: Board Members
 - a. Trustee Nikkel
 - b. Trustee Goetzinger
 - c. Treasurer Job
 - d. Clerk Swiacki
 - e. Supervisor Krotche
- 7) Adjournment

Respectfully submitted,

Mary K. Swiacki

Mary K. Swiacki, CMMC, MiPMC
Armada Township Clerk
(586) 784-5200
clerk@armadatwp.org

" Those members of the Board wishing to speak shall first be recognized by the Chair to speak, and each person who speaks shall address the Chair. Other persons in attendance at the meeting shall not speak unless recognized by the Chair (Roberts' Rules). Prior to the discussion by the Board on each item to be considered, the Chair shall first ask for a motion from the Board on the item to be discussed. Members of the public wishing to speak shall have the opportunity to address the Board for not more than three (3) minutes. When the Chair determines that there are no other public comments on the business item, discussion on the item will be closed to the public and only the Board shall then engage in any final discussion on the matter and act on the business item without interruption from the public.

Audience members commenting from the floor shall do so from the podium and will be asked to provide their name and address. If a Board member wishes to ask a question of an individual at the podium, the Board member shall ask permission from the Chair. Armada Township fully embraces the spirit and letter of the law as it pertains to the American Disabilities Act. In accordance with the law, any individual who needs accommodation is asked to contact the Clerk's office during normal business hours at 586.784.5200. To provide appropriate accommodation, the Clerk's office needs two (2) business days' notice prior to the meeting."

PSLZ PLLC

Certified Public Accountants

19500 Victor Parkway
Suite 460
Livonia, MI 48152

Jane F. Wang, C.P.A.
Rana M. Emmons, C.P.A.
Susan H. Bertram, C.P.A.
Deborah M. Gulledge-Johnson, C.P.A.

Telephone: (734) 453-8770
Fax: (734) 453-0312

Kaitlin McDuff, C.P.A.
Kevin F. Kurkie, C.P.A.

March 10, 2025

Mr. Chris Krotche, Supervisor
Armada Township
23121 East Main Street
Armada, MI 48005

Dear Mr. Krotche:

We appreciate the opportunity to speak with you last week. Our firm specializes in governmental auditing and consulting services and I feel that we would be a good fit for the Township and it would be a pleasure to work with your Board and with your staff. I am the audit partner and concentrate solely in governmental auditing and consulting. I have been with the firm for 33 years and have municipal clients that range from very small to large populations. I have also been appointed by the Michigan Department of Treasury to the Michigan Committee on Governmental Accounting and Auditing (MCGAA), which acts as an advisory committee to the State Treasury. As the engagement partner, I will be performing fieldwork and will be on site during the audit.

If we can be of service to the Township, we are submitting the following proposal for audit services for your fiscal year ending March 31, 2025, with additional years 2026 and 2027 at the Township's option. The proposed fees include preparation of the financial statements, filing of the audit, the Form F-65, Form 5572, and Municipal Qualifying Statement. We will also include assistance with capital asset schedules.

<u>Fiscal Year</u>	<u>Audit Fee</u>
2025	\$20,500
2026	\$21,000
2027	\$21,500

Our fees are all inclusive and we do not charge for travel time, mileage, or out of pocket fees. If any additional services are requested, they would be billed at our hourly rates. In addition, we do not charge for telephone calls or emails that are necessary for management and staff to keep us informed of ongoing issues, and for them to obtain our professional expertise in these areas. If the Township requests any consulting services, we will bill those at an hourly rate of \$190 per hour.

Please let me know if I can provide you with any additional information. I look forward to your response.

Sincerely,



Rana M. Emmons, CPA
Managing Director/Partner

A photograph of the Michigan State Capitol building, featuring a prominent dome and classical architectural details. The image is partially obscured by an orange horizontal band.

Professional Auditing Services

Prepared for:
Township of Armada
23121 East Main Street
Armada, MI 48005



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Suite 1, Lansing, MI 48912

☎ 517.323.7500

📠 517.323.6346

TO

Chris Krotche, Township Supervisor
supervisor@armadatwp.org
Township of Armada

FROM

Jordan E. Smith, CPA
jsmith@manercpa.com
Maner Costerisan

March 12, 2025

Dear Chris,

We are very excited about the opportunity to provide you with a proposal for professional auditing services for Township of Armada for the fiscal years ending March 31, 2025, 2026, and 2027. Our services will include a financial audit of the Township's financial statements and other requested services. Our firm will provide timely audit services and a "big picture" report to the members of the Township Board reviewing operations, audit conclusions, and recommendations.

We understand the audit will be performed in accordance with generally accepted auditing standards (GAAS) as contained in the Statement on Auditing Standards of AICPA and to the extent applicable, Government Auditing Standards and the Uniform Guidance. We will plan our audit assuming the Township's financial statements will be prepared in accordance with U.S. generally accepted accounting principles. We will meet the time frames outlined in the request for proposal, assuming the Township provides the required trial balances and schedules by the necessary dates.

Why We Believe We Are the Best Qualified

- The engagement principal assigned to your audit has nearly 19 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.
- Maner Costerisan's experience includes auditing more than 300 governmental entities including cities, villages, counties, townships, school districts, libraries, health departments, road commissions, other local authorities and agencies, and various departments of the State of Michigan.
- Our firm is a member of the Governmental Audit Quality Center (GAQC), established by the American Institute of CPA's (AICPA).

- The review principal assigned to your audit has more than 22 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements and currently serves on the Michigan Committee on Governmental Accounting and Auditing. This committee provides guidance that local units of government may use in complying with accounting and auditing requirements in the State of Michigan. As a result, a considerable amount of time is spent working with representatives of the State Treasury Department, Municipal Finance Commission, and the Department of Transportation.

We understand the importance of conducting an engagement in a manner that will cause the least disruption to your office. All of our efforts are directed toward achieving the completion of these projects with the highest degree of quality. We have included our most recent peer review report. We again received a "pass" report.

The accompanying proposal is a firm and irrevocable offer for the financial statement audits of fiscal years ending March 31, 2025, 2026, and 2027. This proposal is effective for 60 days. We pride ourselves on completing our audits in a timely fashion and will perform the audit of the Township's financial statements within applicable deadlines. Our proposal is a written expression of our plan of services and qualifications, but it cannot completely convey the enthusiasm with which Maner Costerisan approaches this opportunity.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan E. Smith', followed by a stylized flourish or mark.

Jordan E. Smith, CPA

About Maner Costerisan

Over 115 years in business. That means Maner Costerisan has more than a century of experience in looking toward the future. We've learned a lot over the last 100-plus years, growing from a small, local firm serving mid-Michigan in the early 1900s to one of Accounting Today's Top Regional Firms (2021, 2022, 2023, and 2024).

Our growth and success are directly connected to strong relationships with our clients. We listen to their problems and help solve them. We may work with numbers and figures, but it's people and relationships that drive us. Our mission is to enable others to reach their potential.

We begin every business relationship by immersing ourselves in your goals, obstacles, and opportunities. We understand where you are today and learn where you want to go tomorrow. This insight empowers us to develop creative, flexible, cost-effective solutions to get you there. Not some vague, one-size-fits-all plan, but a comprehensive, step-by-step blueprint for success. Designed to keep you compliant and turn today's potential into tomorrow's achievements.

Every day, this is how we prove "client first" is both our promise and our passion:

- Proactively using our industry experience and knowledge to stay on top of your ever-changing requirements and the latest legislative changes impacting your industry.
- We're a trusted advisor and sounding board, delivering strategic solutions and hands-on guidance to help put you ahead of obstacles and the competition.
- Ensuring every client works exclusively with senior-level professionals, experienced in your industry - giving you direct access to our partners and managers every step of the way.
- Listening to your needs and challenges. Developing actionable solutions to help you get where you want to be.



Government Expertise

With Great Power Comes Great Scrutiny - Today, more is expected from government entities, so no one is more dedicated to offering smarter, cost-effective solutions than the experts at Maner Costerisan. We're deeply connected with the Michigan government and have hands-on experience working at every level. This experience empowers us to offer proactive solutions, going beyond just compliance maintenance. Our team knows how to help you get the most of tight budgets and manage talent shortages while staying on top of the shifting laws, rules, and regulations. Whether as a long-term partner or short-term resource, we're here to step in and help make any department stronger, so you can give your best to working for the public good.

Expertise in Action:



300+
GOVERNMENT
CLIENTS
ACROSS
MICHIGAN



What Makes Maner Different?

Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in the areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

We perform these highly complex and regulatory-heavy audits. We are also certified to provide peer reviews of other CPA firms, reviewing their quality control systems to ensure they perform audits at the highest standards.

Other CPA firms seek our experienced professionals to review and grade their performance.



Client service remains at the heart of everything we do at Maner Costerisan. In June 2024, we received our fifth consecutive "Best of Accounting" Client Satisfaction Award from Clearly Rated.

Meet the Team

The team below will be dedicated to supporting the Township:



Jordan Smith, CPA
Principal, Director
Audit

About Jordan

Jordan joined Maner Costerisan in January 2019 as part of the firm's merger with Stevens, Kirinovic & Tucker P.C. (SKT), LLC. Jordan was promoted to Principal in January 2023 and has nearly 19 years of government auditing experience. Jordan helps governments discover innovative solutions to budgetary constraints and internal controls while remaining in compliance with state and federal requirements.

An active member of Maner's government committee, Jordan enjoys working with government clients throughout the state, helping them find innovative solutions to their challenges. His inspiration for entering the accounting industry was his father, also a CPA.

"My parents helped instill a work ethic of working with others to foster success. I enjoy talking with clients and figuring out innovative solutions to every problem. The key to success is being honest, ethical, and hard-working."

Certifications:

- Certified Public Accountant (CPA)
- CIMA Advance Single Audit

Memberships:

- American Institute of Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Governmental Finance Officers Association (MGFOA)

Meet the Team (cont.)



Bill Tucker, CPA

Principal, Director
Audit

About Bill

Bill brings more than 22 years of experience specializing in government and nonprofit auditing and consulting to Maner Costerisan. A member of the firm's Board of Directors, Bill leads Maner's Government team and is a partner in the Audit department. Since joining Maner through a merger with Stevens, Kirinovic & Tucker P.C. (SKT) in early 2019, he's helped spearhead tremendous growth throughout the government division, always looking for innovative solutions to help municipalities and government entities achieve their goals.

Bill consistently provides valuable contributions in the form of thought leadership articles on Maner's website and delivers engaging presentations at industry conferences and committees. Furthermore, he actively takes charge of keeping

the entire government team well-informed about the constantly evolving requirements for government entities of various scales.

"Growing up, I was considered a leader due to the hard work and dedication I put into activities. Hard work set up a good foundation of what has driven my success."

"When I joined the parenthood rank, it emphasized never knowing what tomorrow can bring and always being 100% prepared for the next day. Making the most out of every day and accomplishing the task at hand changed the way I work every day and drove my success."

Certifications:

- Certified Public Accountant (CPA)

Memberships:

- American Institute of Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Governmental Finance Officers Association

Overview & Engagement Scope

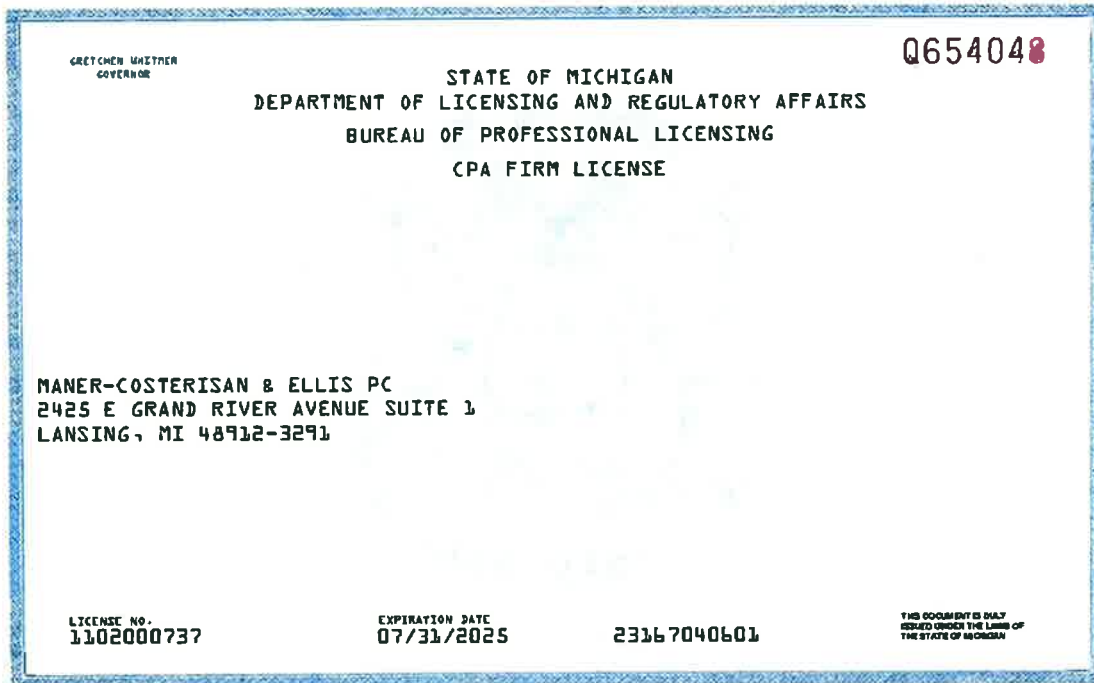
Township of Armada

Based on the RFP, we understand your needs consist of the following components for the 2025 fiscal year and the future:

- Finance statement audit in accordance with generally accepted auditing standards
- Assistance with the preparation of the F-65 report

License to Practice in Michigan

Maner Costerisan is properly licensed in the State of Michigan.



Independence

Maner Costerisan is independent with regard to the Township. We meet all the independence requirements of Generally Accepted Auditing Standards and Government Auditing Standards in relation to the Township.

We affirm that we will follow the AICPA Interpretations of 501-3.

The firm will give the Township's management written notice of any professional relationships entered into during the period of this agreement which would impact the independence of, or relationship with, the Township.

Overview of Firm

Maner Costerisan was founded in the early 1900s. Since that time, we have grown into the largest local accounting firm in mid-Michigan, and we are recognized as a leader in conducting traditional and non-traditional services in the region. Maner Costerisan's main office is located at 2425 E. Grand River Avenue, Suite 1, Lansing, Michigan 48912. The immediate access to our experts and engagement team results in increased efficiencies and faster completion times for our engagements. In addition, our affiliation with BDO Alliance USA provides us easy access to additional professional and technical resources.

The firm consists of approximately 205 individuals, including 31 shareholders (principals), and more than 50 professionals providing audit services to governmental entities. Most staff join our firm immediately after college through a very selective recruitment program. Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

The audit of the Township's financial statements will be performed by full time professionals from our Grand Rapids and Lansing offices.

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a "pass" peer review during every review since the inception of the program, including the most recent review in July 2023. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Please refer to Appendix A for our most recent peer review letter. Our most recent peer review included a review of specific governmental engagements.

We have specific governmental experience and have served as the audit firm for local governments for 30 years. The importance of the institutional knowledge we have gained over the years cannot be overemphasized. We have a long history of working with organizations like yours and believe we are the best firm to service your needs. Our clients have come to expect diversity of services and personal attention, our strength stems from a highly professional and dynamic staff. In 2022, governmental engagements accounted for more than 25% of the firm's revenue.

Overview of Firm (cont.)

Our clients have shown us that they want the resources of a large accounting organization yet prefer to maintain the close, personal interaction only possible with an independent CPA firm. To expand our services, Maner Costerisan participates in BDO Alliance USA. We are an independent member of the BDO Alliance USA, a nationwide association of independently-owned local and regional accounting, consulting, and service firms with similar client service goals. By supplementing our services, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Expand our domestic and international coverage
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs
- Provide our clients with key contacts and sophisticated professionals throughout the U.S.

The BDO Alliance USA brings us the necessary tools to help us better serve our clients with greater flexibility, efficiency, and cost-effectiveness.

The BDO Alliance USA is a subsidiary of BDO USA, LLP, a Delaware limited liability partnership. For more than 100 years, BDO has provided quality service through the active involvement of experienced and committed professionals. The firm serves clients through more than 65 offices and over 750 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of more than 91,000 people working out of more than 1,600 offices across 167 countries.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Members of BDO Alliance USA must undergo a rigorous screening process and are evaluated on professional standards - including a periodic peer review under the auspices of the American Institute of Certified Public Accountants. Maner Costerisan's participation in the Alliance is further assurance that our firm can provide the level of service and resources required to serve effectively and efficiently. We will help you develop solutions that work.



Overview of Firm (cont.)

Single Audits

The "Single Audit" is required to be performed for governmental units that expend \$750,000 or more in federal financial assistance in a fiscal year. This type of audit covers compliance with grant regulations and contract provisions, along with financial areas.

We have attained extensive experience with governmental units related to grant funded programs, either by performing Single Audits or providing monitoring and technical assistance services. We have performed Single Audits for numerous governmental units and nonprofit organizations, and currently perform more than 150 Single Audits annually. All team members assigned to Township of Armada's engagement have experience auditing federal programs. This experience would prove beneficial to Township of Armada in assisting in applying for and auditing of grants.

Desk or Field Reviews

Single Audits that have been subjected to desk reviews by Federal and State agencies have always received acceptable results on these reviews. We have also received acceptable results on all Federal or State field reviews on our Single Audits. No disciplinary action has been taken or is pending against our firm during the past three years with state regulatory bodies or professional organizations. Our governmental principals have extensive experience with the Single Audit, which assures that audit coverage and reporting requirements are met.

Summary of Qualifications

Your Audit Team

Choosing the right professionals to serve you is a critical element of success. In selecting your service team, we reviewed carefully our understanding of your needs, as well as your plans, and identified the people whose credentials are ideal for you. The individuals we have selected, have a demonstrated track record with governmental clients, strong technical backgrounds, and outstanding leadership and communication skills.

Client service and satisfaction are among our prime considerations. One of the most important services we provide our clients is monitoring their needs on a continual basis. This begins at the staff level and progresses all the way to the shareholder-in-charge of your account. We believe it is important that our clients have several resources to help them rather than just one. We have found this type of teamwork facilitates the identification of issues in advance and enables us to plan for them accordingly.

We currently have approximately 180 full time staff members. The audit department accounted for 40% of the firm's revenue in 2023. The key professionals you will work with are indicated in the chart below.

	<u>Member(*)</u>	<u>Relevant Experience</u>	<u>Position</u>
Jordan E. Smith, CPA	1, 2, 3	19 years	Engagement Principal
William I. Tucker IV, CPA	1, 2, 3	22 years	Independent Review Principal

(*) 1) Member of Michigan GFOA 2) American Institute of CPAs 3) Michigan Association of CPAs

The audit team assigned to your engagement has significant experience in governmental accounting and auditing and provides services to governmental units year-round. Our firm and all of our personnel are committed to providing the highest quality of service. We have not had any complaints leveled against the firm or the individuals listed in this proposal by the AICPA, the State Board of Accountancy, or any other regulatory authority. In addition, upon being selected, an appropriate number of staff would be assigned once detailed schedules of dates have been determined. It is in the best interest of the Township as well as Maner Costerisan to maintain continuity of staff on every engagement from year to year and we make every effort to make that possible.

Summary of Qualifications (cont.)

Your Audit Team (continued)

All audit team members obtain continuing professional education through the AICPA and MICPA as required, including the area of governmental accounting and auditing. In addition, we demonstrate our commitment to the governmental industry by participating in the following associations and organizations:

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Michigan Association of Certified Public Accountants
- Michigan Government Finance Officers Association
- Michigan Municipal Executives
- Michigan Municipal Treasurers Association
- Michigan Townships Association
- Michigan Committee on Governmental Accounting and Auditing
- Michigan Association of Counties
- Michigan School Business Officials
- Michigan Public Transit Association
- Michigan Association of Transportation Systems
- County Road Association of Michigan

Similar Engagements with Other Public Sector Entities



A list of governmental clients we are currently serving, have served, or have recently been appointed to serve can be provided upon request.

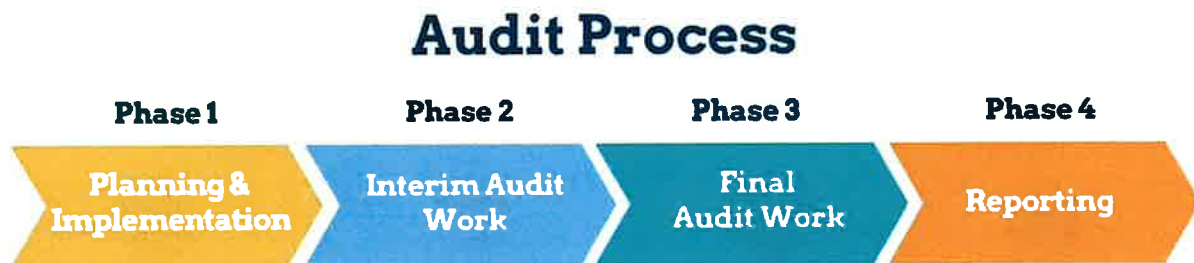
Summary of Qualifications (cont.)

References

- Governmental Entity: **Bruce Township**
Principal Contact: Susan Kraft, Clerk
Email Address: clerk@brucetwp.org
Phone Number: (586) 752-4585
- Governmental Entity: **Emmett Charter Township**
Principal Contact: Tyler Sobeski, Treasurer
Email Address: tasobeski@emmett.org
Phone Number: (269) 968-0241
- Governmental Entity: **Pipestone Township**
Principal Contact: Virginia Gonzalez, Treasurer
Email Address: treasurer@pipestonetownship.org
Phone Number: (269) 461-6151
- Governmental Entity: **Ovid Township**
Principal Contact: Claudia Barrett-Pluger, Clerk
Email Address: ovidtownshipclerk@gmail.com
Phone Number: (989) 834-4830
- Governmental Entity: **City of Springfield**
Principal Contact: Ethan Moody, Treasurer/Finance Director
Email Address: emoody@springfieldmich.com
Phone Number: (269) 441-9274

Our Audit Approach

We pride ourselves on understanding our clients and their unique needs. Based on this firm-wide standard, we dive into the audit process by assessing your organization's needs and risks. After digging into the details and getting a better sense of your firm's goals, challenges, and situation, we'll design a tailored audit approach that best fits your circumstances.



Less Stress. More Impact.

While standardizing efficiency can be a profitable strategy, rigid uniformity for its own sake reduces efficiency and creativity. That's why we've adopted a forward-thinking approach that encourages flexibility based on your needs. We're realistic and want to make this process - which can be challenging and overwhelming - as simple as possible for you. Our team constantly brings forward new ideas to make the process easier for our clients while staying true to our professional standards and ethical commitments.

An audit can sometimes feel like one more thing to manage on your already full plate. We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and process. Timing can be everything - so we collaborate with you to ensure we're partnering in a way that works for your key stakeholders - on the way to making the audit process less of a headache.

What to Expect

Effective communication, technology, and creative analytical tools are fundamental to our audit process. In addition, we lean into the following key components to ensure our audit process produces an accurate, efficient, and effective audit that follows professional standards. It also provides helpful insight to ensure your plan is doing its best for its participants.

Our Audit Approach (cont.)

Identification of Potential Audit Problems

We do not foresee any potential audit problems. Should any audit problems arise, we will discuss and address them with management so as to minimize the effect on the timely completion of the fieldwork and resulting report.

Key Components of the Audit Process



PLANNING

- While investing in this step takes time, it leads to a more effective and efficient audit.
- In this stage we develop an understanding of your plan and how it operates.



SCHEDULING

- We'll introduce our team ASAP and begin staffing and scheduling your audit, keeping in mind consistency of staff and increased efficiency in long-term engagements.



FIELD WORK & WRAP UP

- We schedule our fieldwork well in advance with predetermined objectives and requested items.



PROGRESS MEETINGS

- We'll set up regular meetings with stakeholders to discuss our status and any open items or challenges we face in completing the audit - so nothing is a surprise.



TECHNOLOGY

- We utilize technology to optimize the audit process.
- By leveraging paperless documentation, client portals, and software, we work to streamline and create efficiencies throughout the process.



STAKEHOLDER EXPECTATIONS

- We aim to be the ultimate professionals, respecting your team's time and busy workload.
- We'll work together to help document your systems, prep confirmations, and gather source documents as efficiently as possible.



DEADLINES

- Meeting deadlines is a top priority.
- Absent events beyond our control, be assured we'll meet all deadlines we've collectively established in the Planning stage.



QUALITY CONTROL

- We have an extensive review process to ensure the highest standards are met. A firm principal reviews all services before they're considered "complete."
- It's our policy to lock audit work papers within 45 days of the report date, allowing time to resolve any issues and still meet professional standards.

Timeline

Below is a suggested timeline for the project based on our experience with similar clients. As always, we'll work with you to create a timeline that works best for your team.

Audit for Fiscal Year March 31, 2025	
<p>Planning and Fieldwork</p> <ul style="list-style-type: none"> • Discuss current year audit with management. Assess risk, write/tailor audit programs, test controls, document understanding of transaction cycles, perform SAS 99 procedures, perform preliminary analytical review, prepare confirmations, review minutes, review permanent file information, prepare list of audit schedules to be prepared by client personnel, complete planning. • Formal planning meeting with client. • Consider changes needed due to recent technical pronouncements and management's desire. • Document understanding of internal compliance processes and perform system walkthroughs. • Perform audit test work including analytical procedures, compliance testing and other substantive procedures. • Meet with management to discuss adjustments and management letter comments. • Conduct exit conference with client. • Review draft financial statements and finalize changes with client. 	<p>May or June 2025</p>
<p>Issue Deliverables (draft to finalization)</p> <ul style="list-style-type: none"> • Audit report • Management advisor letters • Audit committee correspondence 	<p>July 2025</p>
<p>Presentation to the Township Board</p>	<p>August or September 2025</p>

Additional Service Capabilities

Maner Costerisan's dedicated Government team delivers an unprecedented level of support where you need it most. You'll get guidance from partner-level staff, along with hands-on help proven to lower costs and elevate performance. When every dollar matters, trust Maner to get the job done.



Outsourced Accounting Solutions

From day-to-day accounting support to filling a CFO role, we can supplement your dedicated accounting staff with a team of experts. It's the proven way to lower costs and minimize disruptions to daily operations - all while staying compliant and implementing data-driven financial strategies that can secure a bright future for your municipality.

Technology

When every recourse is precious, the right technology makes all the difference. Our experts can help you customize, implement, and maintain technology that streamlines your accounting, improves communication across departments and delivers actionable financial analytics for better decision-making - all while upholding the highest level of security.

Define Benefit & Contribution Plans

Managing and growing a large asset pool like a government entity's retirement plan is a huge responsibility. Which is why we bring decades of skill and experience to the job - considering countless factors from investment volatility to your fiduciary obligations. Working with our team helps reduce your liability and potentially lowers costs and fees, while giving your employees more choices and control.

Audit & Assurance

When you work for the public, financial transparency and accuracy are essential. We'll complete an independent review of financial statements and provide a detailed report that confirms the reliability of your data - protecting you and the trust of the people you serve.

Wealth Management

While you're working long hours to support your clients and community, we help make sure your money is working for you. Our wealth management experts customize investments around where you are today and where you want to be tomorrow. With our sound, proven investment strategy, you can be confident your money is building toward your personal goals and the retirement of your dreams.

Fees

The cost of the audit is based on the amount of time it takes to perform the audit of the Township. Our charges for audit or management services are based on the level of team member necessary to perform the services. The standard hourly governmental audit billings rates are as follows:

Principal	\$ 300 - 410
Senior Manager	235 - 290
Manager	190 - 230
Senior Associate	165 - 185
Associate	125 - 160
Technology	160 - 250
Administrative	105 - 150

These billing rates would also apply to any management services assistance or other services the Township may request that are not covered by the scope of the audit.

The fees quoted below assume the Township records are in reasonable condition and are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the Township to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

The estimated fees for an annual audit, and additional requested services, are as follows:

Year Ending March 31,	Financial Audit	Prepare Form F-65	Prepare Form 5572	Review Qualifying Statement	Capital Asset Data Entry
2025	\$ 28,000	\$ 1,000	\$ 300	\$ 200	\$ 1,500
2026	29,000	1,100	325	225	1,000
2027	30,000	1,200	350	250	1,000

If additional procedures are necessary to assist with implementation or continuation accounting standards (such as GASB Statement Nos. 68, 75, 84, 87, 96, or 101 or any other accounting standard impacting the financial statements of the Township), such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

Fees (cont.)

Because we are extremely interested in serving the Township and the fact that our team members have a great deal of experience working with governmental units, we are proposing a significant discount to our cost estimate. The price schedule detailed above is a firm price assuming the Township records are as anticipated, and we are provided reasonable Township staff assistance. If our team members spend more hours than the projected hours detailed above that are not due to certain circumstances (i.e., unbalanced record, improperly recorded activities, the state of the records being significantly different than what was stated in the proposal process, inadequate staff assistance, etc.) then we will not bill for any amounts over the cost estimate. During each year of the audit, we will spend approximately 20% more in costs than what is projected above, however, we will not bill you for that additional time unless it exceeds the 20% amount which would be caused by circumstances such as those items listed above that would be discussed with the Township prior to incurring any additional time.

Our proposal is to provide the Township with auditing services (attest services), rather than accounting services (non-attest services). The cost schedule detailed above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If a significant number of journal entries are required in order for the financial statements to be fairly presented, we propose a per entry fee of \$200. Creation of required schedules will be the responsibility of the Township but if the Township needs assistance to prepare any of the necessary supporting schedules, we will assist in this and we will perform these services at the above stated rates.

The fees quoted for years subsequent to 2025 may be subjected to renegotiation if significant changes in professional standards, reporting requirements, or Township staffing make our initial estimate of hours to complete the audit unrealistic. If any such significant changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

If certain circumstances are encountered, such as significant areas not being ready for audit that delay or disrupt field work or those issues listed above, we will discuss them with you and negotiate additional billings. While we do not expect that there will be additional billings in any audit year, because of the discounted fee that is being proposed, it is important that the Township adhere to the agreed-upon audit schedule - allowing us to conduct the audit as efficiently as possible.

Peer Review Report



Report on the Firm's System of Quality Control

July 31, 2023

To the Principals of Maner Costerisan PC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Reilly, Penner & Benton LLP".

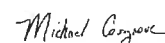
Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

www.rpb.biz

Certificate of Liability Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/06/2025			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861		CONTACT Certs@PCIAonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@PCIAonline.com					
INSURED		INSURER(S) AFFORDING COVERAGE		NAIC #			
Maner, Costerisan & Ellis, PC 2425 E Grand River Ave Suite 1 Lansing MI 48912-3291		INSURER A: Travelers INSURER B: Travelers Property & Casualty Co of America INSURER C: The Standard Fire Insurance Co INSURER D: Hanover INSURER E: Markel American Insurance Co INSURER F:		25674 19070			
COVERAGES		CERTIFICATE NUMBER: 25-29 All		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJEC <input type="checkbox"/> LOC OTHER			BIP5X2140392442	01/01/2025	01/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BIP5X2140392442	01/01/2025	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5,000			CUP5X2162662542	01/01/2025	01/01/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB5X2166232542	01/01/2025	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 500,000 E L DISEASE - EA EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability			LHN J929682 00	01/01/2025	01/01/2025	Per Claim \$ 5,000,000 Ann Aggregate \$ 5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
Insurer E: Markel American Insurance Co; Professional Liability Policy #MPAX100043-01; Effective Date: 01/01/2025; Expiry Date: 01/01/2026; Per Claim: \$5,000,000, Ann Aggregate: \$5,000,000.							
CERTIFICATE HOLDER				CANCELLATION			
For Informational Purposes Only				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2016/03)

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