



6400 Olde Stone Crossing
Poland, Ohio 44514
Ph: 330.707.9035
Fax: 888.516.1186

August 1, 2021

Buckeye Local School District
Attn: Kassandra Brand, Treasurer
3436 Edgewood Drive
Ashtabula, OH. 44004-5993

Dear Kassandra,

We greatly appreciate the opportunity to submit our proposal to assist the Buckeye Local School District (the "District") in preparing its basic financial statements (BFS) in compliance with generally accepted accounting principles (GAAP) for the fiscal year ended June 30, 2021.

Canter & Associates takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us and a cost-effective means for the District to prepare GAAP-basis financial statements.

The following proposal will set forth the approach and scope of our assistance based on our understanding of your needs and the fee schedule.

PROJECT APPROACH

Although the preparation of the GAAP-basis BFS are the responsibility of the Fiscal Officer, the project will require the cooperation of almost all the District departments. Cooperation is essential to the success of the GAAP-conversion. The key to bringing about cooperation is proper planning and coordination of all aspects of the project. Our suggested approach to preparing your GAAP-basis financial statements can be summarized in the four basic phases:

I. Review

Review the District's current accounting and financial reporting procedures for compliance with GAAP for governments. Define the procedures and resources necessary to convert the District's financial report from its cash-basis format to compliance with GAAP.

II. Planning

Utilizing the information obtained during the review phase, we will identify specific tasks required for the completion of the BFS. The Fiscal Officer should delineate responsibility for completing all tasks and specify a timetable for completion of the tasks.

III. BFS Preparation

The year-end cash-basis financial statements (reports) will be converted to GAAP-basis through analysis of (1) financial transactions necessary to prepare accrual entries (2) the effect of reversing prior year accrual entries, and (3) other information pertinent to the BFS (debt transactions, fixed asset activity, investment activity, etc.).

At the completion of this phase, unaudited BFS with appropriate note disclosures will have been prepared. Additionally, various workpapers and schedules will have been prepared to enable the Independent Public Accountant (IPA) to review and audit the adjustments.

PROJECT SCOPE

Canter & Associates would assist the District in the preparation of its BFS. Our role would be primarily to:

- Perform the review of the District's current accounting and financial reporting procedures and determine changes necessary to comply with GAAP.
- Delineate responsibility for completing the tasks in the project after consulting with the Fiscal Officer and other personnel.
- Provide various technical assistance, consultation and review during the term of the project.
- Post reversing journal entries to the cash-basis financial statements.
- Prepare adjusting journal entries for posting to the cash-basis financial statements.
- Prepare all footnote disclosures and assist the District with the preparation of the MD&A.
- File the BFS with the Auditor of State prior to the due date.

Kassandra Brand, Treasurer
Buckeye Local School District
August 1, 2021
Page 3

- Act as the District’s liaison with its IPA on matters related to the preparation of the GAAP-basis BFS. We will provide the IPA access to our workpapers and we will ultimately post all agreed-upon audit adjustments. We would assist the IPA by answering various inquiries and explaining our procedures.

PROFESSIONAL FEES

In order to provide a cost effective engagement for the District we offer the option of one-year or multi-year contracts. This enables us to provide to you a competitive annual cost at reduced rates for multi-year contracts. In either case, this is a fixed fee and you will not be billed additional amounts for any out-of-pocket expenses we may incur. You will be billed twenty percent (20%) of the appropriate amount below August 15th, 2021 and the remainder as progress occurs.

- 1. FY21 BFS\$5,700
- 2. Two-year engagement\$5,400
- 3. Three-year engagement\$5,200

We at Canter & Associates are dedicated to quality service and client satisfaction. If, during the course of a multi-year contract, the District is dissatisfied with our services, and it is a situation that cannot be rectified, the District may cancel the remaining portion of the contract.

The terms as stated in this proposal will remain open for a period of sixty (60) days. If the proposed terms are acceptable, please sign, date, and return one copy to me.

Should you have any questions please contact me at 330.707.9035. Thank you again.

Very truly yours,



Paul J. Canter, CPA
Canter & Associates

Kassandra Brand, Treasurer
Buckeye Local School District
August 1, 2021
Page 4

I accept your proposal to provide compilation services to the Buckeye Local School District during our GAAP-Conversion. I have chosen fee option ____ (1, 2 or 3).

Treasurer

Date

Treasurer or Purchasing Agent

Date