



April 2, 2024

Terri Hays
Mid-America Technology Center
PO Box H
27438 OK 59
Wayne, OK 73095

We are pleased to confirm our acceptance and our understanding of the services we are to provide to the Mid-America Technology Center for the year ended June 30, 2024.

You have requested that we perform the following services:

- 1) We will prepare the financial statements and related notes to the financial statements of the Mid-America Technology Center as of June 30, 2024, in accordance with generally accepted accounting principles based on information provided by you, for audit by the District's external auditors

Our Responsibilities

The objective of the preparation engagement is to -

- 1) prepare financial statements in accordance with generally accepted accounting principles, for audit by the District's external auditors, based on information provided by you and
- 2) apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting

We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care when performing the bookkeeping services and preparing the financial statements.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a.* The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b.* The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate under accounting principles generally accepted in the United States of America.
- c.* The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- d.* The prevention and detection of fraud
- e.* To ensure that the entity complies with the laws and regulations applicable to its activities
- f.* The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
- g.* To provide us with:
 - i. Documentation and other related information that is relevant to the preparation and presentation of the financial statements,
 - ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - iii. Unrestricted access to persons within the companies of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the financial statements were not subjected to an audit, review, or compilation engagement by us, and, accordingly, we do not express an opinion, a conclusion, or provide any assurance on them.

Other consulting services our firm can provide on an as needed basis include:

- **Accounting System Implementation Assistance** - Assist the District on system set up, design changes, and training on accounting software.
- **Internal Control Implementation** – Advise the District on the adequacy of the design of internal control policies and procedures, and assist with the implementation of recommendations for improvement of the design of internal control policies.
- **General Accounting and Reconciling Assistance** – Assist in posting transactions, reconciling account balances and identifying any adjustments needed.

- **Internal Audit or Monitoring Services** – Assist management in monitoring compliance with internal control policies as well as compliance with laws and regulations on a year round ongoing basis.
- **Agreed Upon Procedures** – Performing agreed upon procedures over specific assertions and subject matters, such as debt service compliance.
- **Compliance Advisory Assistance** – Provide research of finance related laws and regulations applicable to the District and provide compliance advice to the District.
- **Payroll and Other Regulatory Report Assistance** – Assist in the preparation or correction of federal and state tax and other regulatory forms or reports, as well as Fair Labor Standards issues and compliance.

Other Relevant Information

We estimate our fees to be as follows:

1. Preparation of the annual financial statements and footnotes will be between \$4,000 and \$5,000, plus out of pocket expenses (such as report reproduction, postage, travel, etc.), if any.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Our fees for the other consulting services requested would be at our hourly rates as follows plus, out of pocket expenses (such as report reproduction, postage, travel, etc.):

- | | |
|----------------------------|-------|
| • Partner Level | \$155 |
| • CPA Staff | \$105 |
| • Degreed Accounting Staff | \$ 85 |
| • Bookkeeping Staff | \$ 70 |

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us

Sincerely,

MARY E. JOHNSON & ASSOCIATES , PLLC



Mary E Johnson, CPA

ACKNOWLEDGEMENT:

This letter correctly sets forth the understanding of Mid-America Technology Center for services as of June 30, 2024.

Signature: _____

Date: _____