

PUTNAM & COMPANY, PLLC

Certified Public Accountants

169 S.E. 32ND

EDMOND, OKLAHOMA 73013

(405) 348-3800

fax (405) 348-3846

May 1, 2021

Mr. Mike Eubank
Superintendent
Mid America Technology Center
P.O. Box H
Wayne, OK 73095

Dear Mr. Eubank:

We are pleased to submit our proposal for a Financial and Compliance Audit of Mid America Technology Center for the fiscal year ended June 30, 2021.

Scope of Services

Our audit procedures will be in accordance with generally accepted auditing standards and, accordingly, will include such tests of the accounting records and other data as we consider necessary. Our firm is approved by the State Auditor & Inspector's Office to perform school district audits and very familiar with the School Laws of Oklahoma and pertinent Federal Regulations concerning applicable Federal programs.

We will prepare the financial statements in conformity with a basis of accounting that demonstrates the accrual basis. Our audit will be made in accordance with Oklahoma Statutes and the Rules and Regulations of the Oklahoma Department of Career and Technology Education. The audit will include financial and compliance examination of Federal Programs in accordance with the Single Audit Act and the Uniform Guidance. Disclosures will be made of violations of bond indentures, or failure to follow the requisites of applicable state/federal law, or failure to follow the rules and regulations of the school board and prudent business practices.

Additional Services

In addition to the services listed above, we will prepare the annual budget for Mid America Technology Center and present it to the County Excise Board for approval and be available to answer questions about related financial matters that may arise.

Mr. Mike Eubank
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Fees

Our fees are based upon the time expended in completing an engagement and the level of personnel assigned. Although it is always difficult to estimate time requirements for an audit engagement, we feel that our fees for your fiscal year 2020-21 audit would not exceed \$6,900.00 and our fees for you fiscal year 2021-22 Estimate of Needs would not exceed \$2,600.00, including all out-of-pocket expenses such as travel, per diem, lodging, report processing, Xeroxing, etc. Also, at the conclusion of our audit the District will be required to submit a \$100.00 report filing and processing fee to the State Auditor and Inspector's Office.

In the event that our examination disclosed conditions that, in our opinion necessitated further investigation and disclosure in the audit report, we would consult with the School Board regarding additional time and fee requirements prior to undertaking such further investigation.

We would again welcome the opportunity to provide our resources skills, and experience for this engagement. If you have any questions or wish to discuss any aspects of this proposal, feel free to contact us.

Sincerely Yours,

PUTNAM & COMPANY, PLLC

A handwritten signature in cursive script, appearing to read "J. W. Putnam".

Jerry W. Putnam, CPA/Attorney

Dr. Marcie Mack
State Director
Oklahoma Department of Career and Technology Education
1500 W 7th Avenue, Stillwater, OK 74074

CONTRACT FOR AUDIT OF TECHNOLOGY CENTERS
2020-2021 SCHOOL YEAR

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Career and Technology Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the technology center district specified below. The audit period shall cover the 2020-2021 fiscal year beginning July 1, 2020, and ending June 30, 2021.

This audit contract was approved by the Board and entered in the minutes of its meeting on:

the _____ day of _____, 2021.

ATTEST:

CLERK

PRESIDENT

MID-AMERICA TECHNOLOGY CENTER
DISTRICT

McCLAIN
COUNTY

047AVTS8
COUNTY/DISTRICT NO.

APPROVED THIS 1st **DAY OF** May **2021.**

Putnam & Company, PLLC
AUDITING FIRM

JW Putnam CPA

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) Copy for the school file
- (1) Copy for the contracting auditing firm
- (1) Copy to be submitted to the Department of Career and Technology Education

SEND DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION COPY TO:

Renee Potter, Internal Auditor
Department of Career and Technology Education
1500 W. 7th Avenue
Stillwater, OK 74074

MUST BE FILED NO LATER THAN JUNE 30, 2021
Contracts dated prior to January 20, 2021, will **not** be accepted
Contracts which do not contain **all** of the above provisions **will not** be accepted.