

Tara Dunford, CPA
Certified Public Accountant

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(253) 273-4379

March 20, 2026

Lisa Stowe
City of Gold Bar
107 5th Street
Gold Bar, WA 98251

Thank you for requesting my assistance with your accounting needs. The purpose of this letter is to outline the services to be provided and give you an estimate of the time it will take.

You have requested that I assist with preparation of the financial statements for the City of Gold Bar, which comprise of the statements of fund resources and uses from cash transactions as of December 31, 2025, and the related notes to the financial statements.

My Responsibilities

The objective of the engagement is to apply accounting and financial reporting expertise to assist you in the preparation of financial statements in accordance with accounting practices prescribed by the State Auditor's Budgeting, Accounting and Reporting System (BARS) manual.

I will conduct the engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

I am not required to, and will not, verify the accuracy or completeness of the information you provide for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion or a conclusion nor provide any assurance on the financial statements.

The 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 city or noncompliance with laws or regulations. However, I will inform you of any material errors or evidence of fraud that come to my attention during the financial statement preparation process. In addition, I will inform you of any evidence or information that comes to my attention during the preparation process regarding any wrongdoing within the city or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify and communicate deficiencies or material weakness in your internal control as part of this engagement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my responsibility is to assist you in the preparation of the financial statements in accordance with BARS requirements. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with Statements on Standards for Accounting and Review Services:

1. The prevention and detection of fraud.
2. To ensure that the city complies with the laws and regulations applicable to its activities.
3. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgements, you provide to me for the engagement.
4. To provide me with –
 - a. Documentation and other related information that is relevant to the preparation and presentation of the financial statements.
 - b. Additional information that I may request for the purpose of preparing the financial statements.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

I am solely responsible for performing the engagement. Work will be performed remotely from my home office. Fees for these services will be based on the actual time spent at an hourly rate of \$205/hour, not to exceed 10 hours or \$2,050. fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before additional costs are incurred. Invoices for these fees will be rendered each month as work progresses and are payable within 30 days. This agreement shall expire on December 31, 2026.

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

Sincerely,

Tara Dunford

Tara Dunford, CPA

Acknowledged:

City of Gold Bar

Lisa Stowe, Clerk-Treasurer

Date