

Village of Allouez, Wisconsin
MANAGEMENT COMMUNICATIONS

December 31, 2019

Village of Allouez, Wisconsin

DECEMBER 31, 2019

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To the Village Board
Village of Allouez
Allouez, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Allouez, Wisconsin (the "Village") as of and for the year ended December 31, 2019. The Village's financial statements, including our report thereon dated September 30, 2020, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Village of Allouez are described in Note 1 to the financial statements.

As described in Note 1.B., the Village changed accounting policies related to property taxes and special collections, by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 84, *Fiduciary Activities*, in 2019. Accordingly, property taxes and specials collected on behalf of other governments is now recorded in a custodial fund.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

- Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension liability (asset) and related deferred outflows/inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the accumulated sick leave and vacation is based upon analysis of the employee sick leave and vacation balances. We evaluated the key factors and assumptions and the consistency of these factors and assumptions used to develop the accumulated sick leave and vacation in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of an allowance for uncollectible accounts for ambulance and utility user charge receivables outstanding. These estimates are based upon management's knowledge of, and past experience with, the outstanding balances. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Corrected misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the attached management representation letter dated September 30, 2020.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the nonmajor fund combining statements, individual fund statements, and supporting schedules (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated September 30, 2020.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the Village Board and management of the Village of Allouez and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Green Bay, Wisconsin
September 30, 2020

Summary Financial Information

GOVERNMENTAL FUND BALANCES

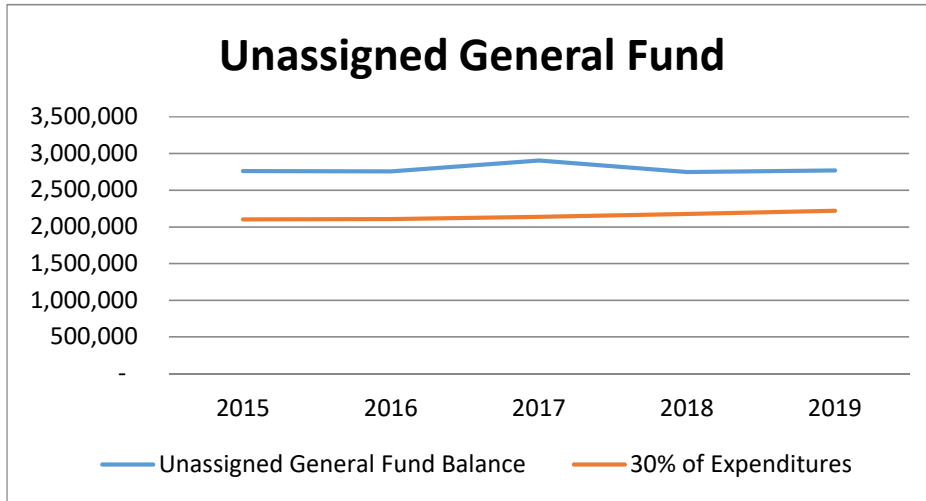
Presented below is a summary of the Village's governmental fund balances on December 31, 2019 and 2018. This information is provided for assessing financial results for 2019 and for indicating financial resources available at the start of the 2020 budget year.

	<u>12/31/19</u>	<u>12/31/18</u>
General Fund		
Nonspendable for		
Prepaid items	\$ 28,732	\$ 27,980
Delinquent taxes	5,149	52,281
Assigned for		
Continuous improvement training	-	3,600
Election	10,355	-
Zoning code update	9,646	15,500
Police squad equipment	-	10,000
Street paving	25,000	6,500
EAB	25,647	25,647
HVAC	39,400	37,409
Parking lot	40,900	30,000
Future year expenditures	35,580	36,500
Unassigned	<u>2,770,998</u>	<u>2,748,357</u>
Total General Fund	<u>2,991,407</u>	<u>2,993,774</u>
Special Revenue Funds		
Public bus service	151,658	165,379
Compensated absences	84,401	74,401
Excess stadium district sales tax	<u>180,364</u>	<u>299,941</u>
Total Special Revenue Funds	<u>416,423</u>	<u>539,721</u>
Debt Service Fund	<u>179,728</u>	<u>122,749</u>
Capital Projects Funds		
Capital facilities and equipment	515,417	73,278
Parks capital improvement	454,206	228,766
TID No. 1	<u>301,710</u>	<u>722,609</u>
Total Capital Projects Funds	<u>1,271,333</u>	<u>1,024,653</u>
Total Governmental Fund Balances	<u>\$ 4,858,891</u>	<u>\$ 4,680,897</u>

The Village's general fund balance totaled \$2,991,407 on December 31, 2019, a decrease of \$2,367 from the prior year.

The unassigned general fund balance increased \$22,641. The Village's fund balance policy recommends the Village will maintain an unassigned general fund balance of 30% of the subsequent year's budgeted general fund expenditures, or \$2,220,354 as of December 31, 2019. The unassigned balance of \$2,770,998 exceeds the minimum level, which indicates that the Village continues to be in excellent financial condition as it enters the 2020 budget year. If the Village elects to apply general fund balances, we will continue to recommend it be used for one-time projects.

The following chart shows a 5 year comparison of the Village's unassigned general fund balance to its minimum fund balance policy.



The chart illustrates the following points:

- ▶ From a comparison perspective, the Village budgeted general fund expenditures have remained fairly constant, as illustrated by the red line, which represents 30% of the subsequent year's expenditures.
- ▶ The Village's unassigned fund balance has consistently exceeded the minimum balance, growing each year until 2014, when the Village applied fund balance. This represents a strong commitment by the Village to effectively manage its operating budget.

To further evaluate the governmental funds, we summarized property tax levies for the past three years. As noted above, the Village used general fund balance to apply to capital improvements, which were restored in the general fund in 2017.

	<u>2020</u>	<u>2019</u>	<u>2018</u>
General Property Taxes			
General fund	\$ 5,146,709	\$ 5,060,599	\$ 5,047,645
Public bus service	57,000	50,000	65,000
Compensated absences	10,000	10,000	10,000
Debt service fund	1,291,886	1,238,273	1,236,122
Parks capital improvement	-	-	13,000
Total General Property Taxes	<u>6,505,595</u>	<u>6,358,872</u>	<u>6,371,767</u>
Tax Increment			
TID No. 1	<u>692,950</u>	<u>539,135</u>	<u>471,191</u>
Total	<u>\$ 7,198,545</u>	<u>\$ 6,898,007</u>	<u>\$ 6,842,958</u>

TAX INCREMENTAL DISTRICT NO. 1

The Village created the Tax Incremental District (TID) No. 1 on October 18, 2011 in accordance with Section 66.1105 of the Wisconsin Statutes. The District has a maximum life of October 18, 2038 or 27 years from creation.

A summary of the 2019 activity follows:

	<u>2019</u>	<u>Cumulative</u>
Revenues		
Taxes	\$ 539,135	\$ 1,900,268
Intergovernmental	43,385	270,184
Public charges for services	41,532	126,950
Miscellaneous	2,853	11,034
Total Revenues	<u>626,905</u>	<u>2,308,436</u>
Expenditures		
Administration	72,206	256,499
Project costs	1,478,292	1,882,493
Developer incentives	91,755	462,183
Interest expense	10,156	10,156
Total Expenditures	<u>1,652,409</u>	<u>2,611,331</u>
Net Change in Fund Balance	(1,025,504)	(302,895)
Other Financing Sources		
Debt proceeds	570,000	570,000
Miscellaneous - premium on debt	34,605	34,605
Total Other Financing Sources	<u>604,605</u>	<u>604,605</u>
Net Change in Fund Balance	(420,899)	301,710
Fund Balance - January 1	<u>722,609</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 301,710</u>	<u>\$ 301,710</u>

SUMMARY OF OPERATIONS - SANITARY SEWER UTILITY

The Village’s Sanitary Sewer Utility accounts for customer revenues and costs for providing sewage collection and treatment. The enterprise fund includes all costs, including depreciation on capital assets and interest charge on long-term debt. A comparative summary of the Sanitary Sewer Utility’s change in net position for the years ended December 31, 2019 and 2018 appears below:

	<u>2019</u>	<u>2018</u>
Operating Revenues		
Charges for services	\$ 2,829,974	\$ 2,773,294
Operating Expenses		
Purchased services		
Green Bay MSD	1,972,098	1,839,982
Village water utility	86,780	95,817
City of Green Bay	1,676	1,729
Other operation and maintenance	361,276	185,664
Televising sewer mains	5,843	5,286
Depreciation	219,244	213,050
Total Operating Expenses	<u>2,646,917</u>	<u>2,341,528</u>
Operating Income	<u>183,057</u>	<u>431,766</u>
Nonoperating Revenues (Expenses)		
Interest revenue	8,503	2,829
Interest expense	(112,591)	(108,837)
Bond Issuance Costs	(17,283)	-
Loss on disposal of capital assets	(2,776)	(2,024)
Amortization of premium on bonds	17,743	16,589
Total Nonoperating Revenues (Expenses)	<u>(106,404)</u>	<u>(91,443)</u>
Income before Contributions	<u>76,653</u>	<u>340,323</u>
Capital Contributions	<u>78,933</u>	<u>-</u>
Change in Net Position	<u>\$ 155,586</u>	<u>\$ 340,323</u>

The Sanitary Sewer Utility enterprise fund generated an operating income of \$183,057 in 2019, compared to an operating income of \$431,766 in the prior year. The utility experienced increases in sewage treatment and maintenance expenses in 2019, resulting in a decrease in their operating income.

Cash provided from operations of \$263,412, along with assessment collections, were not sufficient to fund the Utility’s debt service requirements for 2019.

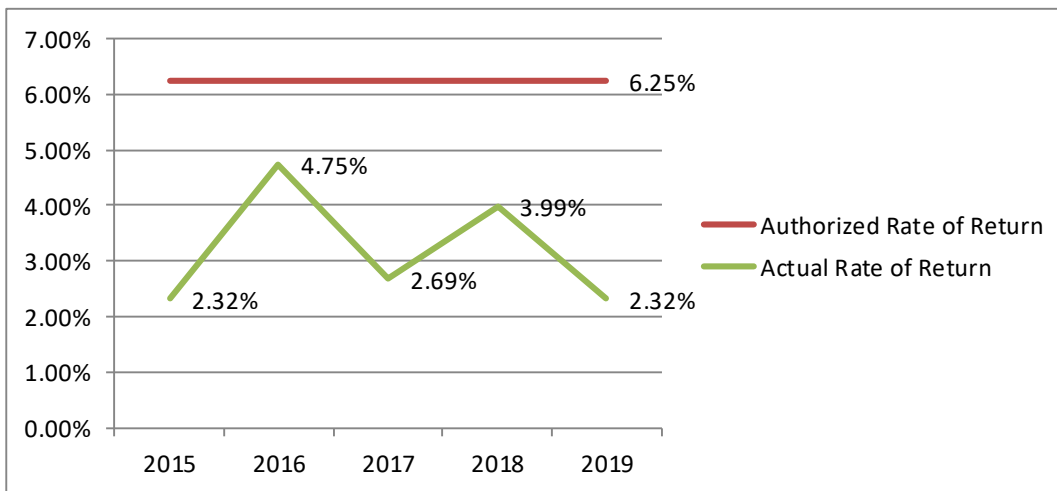
We recommend the Village continue to monitor the results of the fund and implement periodic rate increases, as considered necessary.

SUMMARY OF OPERATIONS - WATER UTILITY

A comparative summary of the Water Utility's change in net position for the years ended December 31, 2019 and 2018 appears below:

	<u>2019</u>	<u>2018</u>
Operating Revenues		
Charges for services	\$ 3,370,958	\$ 3,490,601
Other	147,602	144,609
Total Operating Revenues	<u>3,518,560</u>	<u>3,635,210</u>
Operating Expenses		
Operation and maintenance	2,635,545	2,530,957
Depreciation	372,567	362,809
Total Operating Expenses	<u>3,008,112</u>	<u>2,893,766</u>
Operating Income	<u>510,448</u>	<u>741,444</u>
Nonoperating Revenues (Expenses)		
Interest revenue	287	-
Interest expense	(153,120)	(160,326)
Bond Issuance Costs	(18,798)	-
Amortization of premium on bonds	21,597	20,607
Total Nonoperating Revenues (Expenses)	<u>(150,034)</u>	<u>(139,719)</u>
Income before Contributions and Transfers	360,414	601,725
Capital Contributions	90,970	72,415
Transfer to General Fund	<u>(293,769)</u>	<u>(295,689)</u>
Change in Net Position	<u>\$ 157,615</u>	<u>\$ 378,451</u>

A comparison of the Utility's actual rate of return to the authorized rate of return for the past five years is as follows:



The Utility recovered from a low rate of return in 2014, which was consistent with the water utilities through the State of Wisconsin, to report a slightly higher rate of return. The Village's latest rate increase was effective on March 1, 2016.

SUMMARY OF OPERATIONS - STORM WATER UTILITY

A comparative summary of the Storm Water Utility's change in net position for the years ended December 31, 2019 and 2018 appears below:

	<u>2019</u>	<u>2018</u>
Operating Revenues		
Charges for services	\$ 659,696	\$ 668,224
Operating Expenses		
Operation and maintenance	346,273	373,146
Depreciation	230,588	223,935
Total Operating Expenses	<u>576,861</u>	<u>597,081</u>
Operating Income	<u>82,835</u>	<u>71,143</u>
Nonoperating Revenues (Expenses)		
Interest revenue	1,725	1,121
Interest expense	(91,257)	(90,850)
Bond Issuance Costs	(18,263)	-
Other nonoperating expenses	-	(266)
Amortization of premium on bonds	14,122	13,102
Loss on asset removal	(7,058)	-
Total Nonoperating Revenues (Expenses)	<u>(100,731)</u>	<u>(76,893)</u>
Income (Loss) before Contributions	(17,896)	(5,750)
Capital Contributions	<u>154,650</u>	<u>-</u>
Change in Net Position	<u>\$ 136,754</u>	<u>\$ (5,750)</u>

The Storm Water Utility generated an operating income of \$82,835 in 2019, compared to an operating income of \$71,143 in the prior year. Cash provided from operations of \$334,501, along with assessment collections, were not sufficient to fund the Utility's debt service requirements for 2019.

We recommend the utility review its current rate structure to determine if it is sufficient to meet its debt service requirements.

APPENDIX



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September 30, 2020

CliftonLarsonAllen LLP
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This representation letter is provided in connection with your audit of the financial statements of the Village of Allouez, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of September 30, 2020, the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2019.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 14, 2019, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
2. We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
5. Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

6. Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. We have not identified or been notified of any uncorrected financial statement misstatements.
9. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
10. Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
11. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
12. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
13. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.
14. We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.
15. We are unable to determine the possibility of a withdrawal liability in a multiple-employer benefit plan.
16. We do not plan to make frequent amendments to our pension or other postretirement benefit plans.

Information Provided

1. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - e. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.
 - f. All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others when the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
7. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
8. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
9. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
10. The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
11. We have a process to track the status of audit findings and recommendations.
12. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
13. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the Village, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
14. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
15. The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

16. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
17. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
18. The financial statements properly classify all funds and activities.
19. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
20. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
21. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
22. Provisions for uncollectible receivables have been properly identified and recorded.
23. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
24. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
25. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
26. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.
27. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
28. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
29. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
30. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

31. As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

Signature:  Title: Administrator
Brad Lange

Signature:  Title: Finance Director
Julie Beauchamp