



AGENDA

Business Services Committee

John Benbow, Jr., Chairperson
Christopher Inda, Member
Julie Timm, Member
John A. Krings, President

July 1, 2024

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI 54494
Conference Room C

TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

III. Actionable Items

- A. Network Switch Purchase - Howe and THINK - Approval
- B. Insurance Premium Summary - Approval
- C. District Vehicle Purchase - Approval

IV. Updates and Reports

- A. Purchases - Update
- B. Science Telescope Donations - Update
- C. Playground Equipment Donation - Update
- D. Clay Bid - Update
- E. Lincoln High School Fieldhouse Floor Refinishing - Update
- F. Pitch Early Learning Center Playground - Update
- G. Auditor Engagement Letter to the Board of Education - Update

V. Agenda Items

VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda **however, no deliberation or action will be taken by other Committees or the full Board of Education.**



BACKGROUND

Business Services Committee

John Benbow, Jr., Chairperson
Christopher Inda, Member
Julie Timm, Member
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July 1, 2024

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI 54494
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TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

III. Actionable Items

A. Network Switch Purchase - Howe and THINK - Approval

The school buildings of Howe and THINK are currently on an older version of the EX3400 model network switch that was purchased in early 2018. Unfortunately, this switch has created issues within our network, specifically at Howe and THINK, since we updated all of our other District switches. Because of their age, the EX3400 only supports certain software updates. Our new switches are running updated network protocols that are supposed to work with the older ones, but we have found this is not true. In short, these switches are causing random network outages at these buildings, often calling for a reboot and brief downtime. We want to replace these switches so that all of our switches are similar models and hopefully end these random network outages. These switches would normally be replaced in year 7, so we are only replacing them 1 year earlier than normal (see Attachment A).

The administration recommends purchasing 13 Juniper EX4100 Switches and 5 years of support for Howe Elementary and THINK Academy from Bytespeed, totaling \$57,200.00, to be funded from the 2024-25 District Technology Referendum Budget.

B. Insurance Premium Summary - Approval

The District's 2024-25 annual insurance premium is estimated at \$427,683.00. This is a \$45,479.00 increase when compared to the prior school year. The insurance policies/programs include property, liability, auto, crime, workers' compensation, identity recovery coverage, and the STOP It Program. Most of the insurance increase resulted from property insurance rates; compared to the prior school year, property insurance increased by 37% to a total cost of \$141,743. We received a competing property insurance quote, and that rate was \$306,867. Our District is part of the Wisconsin Educators Risk Management Cooperative (WERMC), along with approximately 65 other school districts. WERMC obtains the best cost through group insurance purchasing and provides risk management services to school districts (see Attachment B).

The administration recommends approval of the annual insurance premium payment of \$418,654.00 for the 2024-25 school year, to be funded with the District's insurance budgets.

C. District Vehicle Purchase – Approval

The district minivan fleet continues to age and accumulate miles. The minivans are used to transport students to and from school and provide work vehicles to our buildings and grounds staff and food service staff. The district currently has 21 minivans. The senior high could also utilize an additional transit van. The district currently has two Transit vans, and they are continuously used. Transit vans reduce the number of school buses needed to transport students to events during or after the school day and are significantly more cost-efficient than bus routes.

The administration recommends approval to purchase two minivans and one transit van. The costs of the three vehicles will not exceed \$100,000.00 and will be paid from the 2024-25 transportation budget.

IV. Updates and Reports

A. Purchases - Update

Copies of the following invoices, bid specs, and purchase orders will be reviewed:

- BG Innovations - \$184,278.00 - Technology Budget - BenQ Smartboards
- Boland - \$40,639.00 - Fund 49 - WRAMS - Playground Equipment
- Boland - \$223,127.00 - Fund 49 - Grant - Playground Equipment
- Boland - \$531,409.00 - Fund 49 - Mead - Playground Equipment
- CESA 5 - \$134,890.99 - Quarterly Invoice for CESA Services
- Gaggle.net - \$50,000.00 - ESSER & Mental Health Grant - Mental Health Retainer
- POB - \$13,343.00 - Fund 49 - Playground Development
- POB - \$27,528.72 - Fund 49 - WRAMS - Playground Development
- POB - \$58,992.05 - Fund 49 - Grant - Playground Development
- POB - \$71,313.89 - Fund 49 - Mead - Playground Development
- Renaissance - \$30,695.02 - ESSER - EduClimber Software Renewals
- Renaissance - 207,405.08 - ESSER - Software Renewals
- Rhyme - \$17,174.00 - Technology Budget – Poster Printers
- Silver Leaf Equipment - \$28,000.00 - Tech Ed Budgets - Genie Lift

B. Science Telescope Donations - Update

Joe Riederer, a retired WRPS science teacher, donated a reflecting telescope estimated to be worth \$500.00. Nancy Oschin donated a refracting telescope estimated to be worth \$3,000.00. Nancy contacted us to see if we were interested in her late husband's telescope. Both telescopes are upgrades over equipment that we currently own. These were two separate, unsolicited donations. A formal thank you letter will be sent to Joe Riederer and Nancy Oschin for their donations.

C. Playground Equipment Donation - Update

Wisconsin Rapids Youth Sports Association (WRYSA) donated \$5,000 for playground equipment at Grant Elementary. A formal thank you letter has been sent to WRYSA for this donation.

D. Clay Bid – Update

The district received the final quote for the clay bid. Paoli Clay was the only bidder. The total cost of the bid was \$3,320.00. This cost will be applied to the 2024-25 District Supply Budget (see Attachment C).

E. Lincoln High School Fieldhouse Floor Refinishing - Update

A few items have been added to the Lincoln High School Fieldhouse Floor Refinishing quote with Stalker Flooring. The added items include training ladders, training dots, track accelerating zones, 13' free-through lines on the side courts, and two WIAA logos. The additional cost of these items will be \$10,800 for a total cost of \$76,100. The District's 10-year plan indicates \$80,000 for this project.

F. Pitch Early Learning Center Playground - Update

We planned on paying the final MN-WI playground invoice out of the 2023-24 school year fund 10 budget; this cost was part of the initial playground plan. However, we anticipate this project will not be completed by June 30th as originally planned. We intend to include this cost amount in the year-end Fund 46 transfer and then pay this final invoice out of Fund 46 when the project is completed later this summer. With the Fund 46 transfer, the District will receive state aid on this cost in the 2024-25 school year. The amount of the final invoice will be \$111,082.90.

G. Auditor Engagement Letter to the Board of Education - Update

Auditor engagement letter to the Board of Education (see Attachment D).

V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Future Agenda Items



Quote

Quote ID: Q-87037-L3S3

To:	Account Manager:
Wisconsin Rapids Public School Phil Bickelhaupt 2510 Industrial Street Wisconsin Rapids, WI 54495	John Tupa Phone: (218) 227-0449 Email: jtupa@bytespeed.com

Summary

Total Amount: \$57,200.00 Effective Until: 7/4/2024

Details

Quantity	Product ID	Product	Price	Sub Total
13	71J1365	SWITCH, JUNIPER EX4100 48-PORT POE+, EX4100-48P	\$2,975.00	\$38,675.00
13		Juniper - SUB-EX48-2S-5Y-COR 5-Year Wired Assurance and VNA Subs for EX48 port switches ; Wired Assurance Subscription includes network insights; Includes Virtual Network Assistant Subscription.	\$1,425.00	\$18,525.00

SubTotal	\$57,200.00
Total Tax	\$0.00
Shipping	
Total	\$57,200.00

School District of Wisconsin Rapids

PREMIUM SUMMARY

<u>Coverage</u>	<u>Insurance Company</u>	<u>23-24 WERMC Program</u>	<u>24-25 WERMC Program</u>
Property Total Insurable Value	CM Regent/CIC	\$103,493 \$319,314,469	\$141,743 \$321,294,462
General Liability	CIC	\$18,753	\$18,881
School Board Legal Liability (\$1,000 Deductible)	CIC	\$5,612	\$5,651
Automobile Liability	CIC	\$9,412	\$10,267
Automobile Physical Damage (\$1,000 Deductible)	CIC	\$7,327	\$8,572
Cyber Solutions	CIC	Included	Included
STOP !T Program	CIC	\$4,141	\$4,109
Identity Recovery Coverage	CIC	\$4,674	\$4,620
Crime	F&D	\$6,897	\$6,826
Workers Compensation Experience Modification	Acuity	\$221,895 0.74	\$227,014 0.79
Annual Premium		\$382,204	\$427,683

**Dividends by law cannot be guaranteed and must be declared by the Board of Directors.*

WRPS Clay Bid						
2024-25 School Year						
WRPS Ref #	Unit of Measure	Description of Product	QTY	Pounds	QUOTED PRICE	Total \$
CLG	Boxes	Paoli Goldart, 50#	50	2,500	0.46	\$1,150.00
CLWTM	Boxes	White Talc Clay, 50# (STND105)	80	4,000	0.48	\$1,920.00
					Delivery Charge	\$250.00
						\$3,320.00
Paoli Clay Co						
608-845-7000						
Fax: 608-845-7015						
Attn - Mike						
claypaoli@gmail.com						



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June 3, 2024

Mr. Aaron Nelson, Director of Business Services
Wisconsin Rapids Public Schools
510 Peach Street
Wisconsin Rapids, WI 54494

Dear Mr. Nelson and the Board of Education,

You have requested that we audit the financial statement of the governmental activities, each major fund, and the aggregate remaining fund information of the Wisconsin Rapids Public Schools, as of June 30, 2024, and for the year then ended and the related notes to the financial statements, which collectively comprise the Wisconsin Rapids Public Schools' basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal and state award programs for the period ended June 30, 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal and state award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), in accordance with *Government Auditing Standards*, and *State Single Audit Guidelines* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule for the General Fund - Budget and Actual
- 3) Wisconsin Retirement System Pension Schedules
- 4) Wisconsin Retirement System Local Retiree Life Insurance Fund Schedules
- 5) OPEB Healthcare Defined Benefit Plan Schedules

Supplementary information other than RSI will accompany the Wisconsin Rapids Public Schools' basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Combining Balance Sheets - Nonmajor Governmental Funds
- 2) Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds
- 3) Schedule of Charter School Authorizer Operating Costs
- 4) Schedule of Expenditures of Federal Awards
- 5) Schedule of State Financial Assistance

We will also prepare the following items:

- 1) Attestation Report For Wisconsin School District Aid Certification Data Independent Accountants' Report and Auditor Aid Certification
- 2) Data Collection Form

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of Financial Statements

We will conduct our audit in accordance with GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and in accordance with any state regulatory audit requirements. As part of an audit of financial statements in accordance with GAAS, in accordance with *Government Auditing Standards*, and any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Wisconsin Rapids Public Schools's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America, and in accordance with any state regulatory audit requirements. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Wisconsin Rapids Public Schools' basic financial statements. Our report will be addressed to the governing body of the Wisconsin Rapids Public Schools. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of the Wisconsin Rapids Public Schools' major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance, and any state regulatory audit requirements, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant

agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS, in accordance with *Government Auditing Standards*, and any state or regulatory audit requirements, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- 1) For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2) 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) For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
- 4) For maintaining records that adequately identify the source and application of funds for federally and state funded activities;
- 5) For preparing the schedule of expenditures of federal awards and schedule of state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance and state regulatory audit requirements;

- 6) For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with statutes, regulations, and the terms and conditions of the awards;
- 7) For identifying and ensuring that the entity complies with federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal and state award programs and implementing systems designed to achieve compliance with applicable statutes, regulations, and the terms and conditions of award programs;
- 8) For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
- 9) For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
- 10) For taking prompt action when instances of noncompliance are identified;
- 11) For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- 12) For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
- 13) For submitting the reporting package and data collection form to the appropriate parties;
- 14) For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
- 15) To provide us with:
 - a) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state award programs, such as records, documentation, and other matters;
 - b) Additional information that we may request from management for the purpose of the audit;
 - c) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
 - d) A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e) A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- 16) For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- 17) For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- 18) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 19) For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
- 20) For the accuracy and completeness of all information provided;
- 21) For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 22) For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards and schedule of state financial assistance referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedules in accordance with the Uniform Guidance and state regulatory audit requirements, (b) to provide us with the appropriate written representations regarding the schedules, (c) to include our report on the schedules in any document that contains the schedules and that indicates that we have reported on such schedule, and (d) to present the schedules with the audited financial statements, or if the schedules will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedules no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all work papers requested, confirmations we request, and will locate any documentation or invoices selected by us for testing.

Nonattest Services

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- If applicable, maintain the subscription-based information technology arrangement schedules.
- Assist in preparing the financial statements and related notes.
- Assist in preparing the Data Collection Form

We will not assume management responsibilities on behalf of the Wisconsin Rapids Public Schools. However, we will provide advice and recommendations to assist management of the Wisconsin Rapids Public Schools in performing its responsibilities.

The Wisconsin Rapids Public Schools' management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards
- The nonattest services are limited to the *services* previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules before fieldwork begins, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Randall L. Miller is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Hawkins Ash CPAs, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Provisions of Engagement Administration, Timing and Fees

We expect to begin our audit in June and to issue our reports no later than December 15, 2024. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We estimate our fees for these services to be \$25,400. The fee estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement.

Mr. Aaron Nelson, Director of Business Services
Wisconsin Rapids Public Schools
June 3, 2024
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If all requested items are not received by August 15, 2024, we may not be able to complete the District's Auditor Aid Certification by the Wisconsin Department of Public Instruction (WDPI) mid-September due date and your financial statement by the WDPI December 15, 2024 due date. It is management's responsibility to provide the requested information in a timely manner to allow us to efficiently perform our audit procedures. An additional charge may be billed for extra time required to obtain the necessary information after fieldwork.

If applicable, there will be a \$100 charge for each lease and subscription-based information technology arrangement we maintain on LeaseCrunch. Maintaining the lease schedules and subscription-based information technology arrangement schedules will be billed at our standard hourly rates. The LeaseCrunch fee is an annual fee that automatically renews unless we are notified by you in writing prior to the renewal date to cancel the subscription.

Our charges for services, plus out-of-pocket expenses, will be billed as work progresses and are payable on presentation. The out-of-pocket expenses will be separately stated on the invoice, and you will be responsible for any Section 274(n) limitations relating to meals and entertainment. Our services will be invoiced at our current billing rates. Work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. A service charge at the rate of 1% per month will accrue on any balance not paid within 30 days of the invoice date with a minimum charge of \$1.00 per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the engagement. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Routine questions throughout the year are included in the above fees. Meetings and research/consultation (which is substantial in nature) and accounting services (including, but not limited to reconciliation of accounts and preparation of requested schedules not completed at the start of fieldwork) will be billed at our standard rates. The above fees do not include additional services which may occur from bank confirmation fees, grants, construction projects, debt, changes in personnel, changes imposed by regulators, implementation of Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

Should you offer a position to our staff assigned to this project, and our staff accepts employment with you or any of your subsidiaries, you agree to pay a finder's fee to Hawkins Ash CPAs, LLP an amount equal to 40% of the greater of a) our staff's annual compensation with Hawkins Ash CPAs, LLP or b) the annual compensation offered to our employee by you or any of your subsidiaries.

With respect to any services, work product, or other deliverables hereunder, or this engagement generally, our liability to the client will in no event exceed the fees that we receive for the portion of the work giving rise to the liability. The parties to this engagement agree that any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation upon the written request of any party to the engagement. All mediations initiated as a result of this engagement shall be administered by the American Arbitration Association ("AAA"). The results of this mediation shall be binding only upon agreement of each party to be bound. Costs of any mediation proceeding shall be shared equally by both parties.

Notwithstanding anything contained herein both Accountant and the client agree that regardless of where the client is domiciled and regardless of where this Engagement Letter ("Agreement") is physically signed this Agreement shall have been deemed to have been entered into at Accountant's office located in the county of your Accountant's branch location shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of the state of your Accountant's branch location.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary.

We shall not have any liability to the client for any special, consequential, incidental, punitive or exemplary damages or loss, including, but not limited to any lost profits, savings or business opportunity. We have the right

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to withdraw from this engagement, in our discretion, if you don't provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

In the unlikely event that circumstances occur which we, in our sole discretion, believe could create a conflict with either the ethical standards of our firm or the ethical standards of our profession in continuing our engagement, we may suspend our services until a satisfactory resolution can be achieved or we may resign from the engagement. We will notify you of such conflict as soon as practicable, and we will discuss with you any possible means of resolving them prior to suspending our services.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. As applicable, we have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Hawkins Ash CPAs, LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to a state or federal agency and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hawkins Ash CPAs LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

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At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,
HAWKINS ASH CPAS, LLP

Randall L. Miller, CPA

Randall L. Miller, Partner

RESPONSE:

This letter correctly sets forth our understanding.

Wisconsin Rapids Public Schools

Acknowledged and agreed on behalf of the Wisconsin Rapids Public Schools by:

Signature: _____

Randall L. Miller

Title: _____

Director of Business Services

Date: _____

6-4-2024