

HAWKINS | ASH
| CPAs



AUDIT PROPOSAL

Village of North Prairie

December 31, 2024, 2025, and 2026

Kevin Behnke, CPA

Partner
920.684.2542
kbehnke@ha.cpa

Ms. Evelyn Etten, Village Administrator/Clerk/Treasurer
Village of North Prairie
130 N. Harrison Street
North Prairie, WI 53153

February 1, 2025

Dear Ms. Etten,

Thank you for the opportunity to present this proposal to you for auditing services. We will perform an audit in accordance with generally accepted auditing standards, express an opinion on the financial statements and report on compliance and the internal control structure.

Our firm has long recognized the public sector's need for competent auditing, accounting, and consulting services, and has dedicated time and money for the ongoing development of this highly specialized skill. Hawkins Ash CPAs serves cities, villages, townships, public school districts, utilities, sanitary districts, public housing authorities, redevelopment authorities, and several programs funded by federal and state resources. We have been providing services to municipalities since 1956.

The Hawkins Ash CPAs leaders that provide audit services to governmental entities hold the American Institute of Certified Public Accountants' (AICPA) Advanced Single Audit Certificate. The certification is designed for auditors with a minimum of seven years of experience planning, performing, reviewing, and reporting single audits in accordance with the latest Uniform Guidance requirements. It was developed by the AICPA Governmental Audit Quality Center and serves as a demonstration of one's ability to plan, direct, and report on single audits following the Uniform Guidance. In passing the exam, Hawkins Ash CPAs has proven our expanded knowledge in the single audit area, giving clients more confidence in our ability to provide quality services.

Our Firm is also a member of the AICPA Governmental Audit Quality Center.

We have reviewed the performance specifications in your request for proposal and state that we can and will meet or exceed all specifications. This proposal constitutes a firm offer which may be accepted at any time within 60 days from date submitted.

We look forward to further discussing our proposal and will be pleased to supply any further information you may require.

Regards,



Kevin Behnke, Partner



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**PART OF YOUR BUSINESS.
PART OF YOUR LIFE.**

SERVING YOU BEYOND THE AUDIT

Committed to Your Success

Committed Team



Our clients desire to trust a familiar face throughout their engagements with us. When working with Hawkins Ash CPAs, you'll enjoy personnel continuity year after year.

More than 50 percent of our staff members have been with Hawkins Ash CPAs for five years or more.

Available All Year



We desire to stay in contact with all our clients outside of the defined engagement period. We prefer that our clients contact us

when issues or questions arise in order to proactively work through these situations to prevent costly mistakes.

Growing Firm



Hawkins Ash CPAs is a growing firm. We're consistently adding to our teams in our current offices and adding new offices in new locations. While you'll enjoy working locally with the

professionals you'll trust for your engagement, you'll have access to a greater body of experts and resources as your situation may demand.

Industry Experience



Our team members have deep knowledge in your industry. Our diverse experience gives us the ability to recognize that each government entity

is unique and special. When specific needs arise, we are able to put critical resources at your fingertips.

Committed to Our Success

Mission

Striving to provide professional freedom and flexibility, we collaborate to achieve measurable success and enhanced experience for clients and team members.

Vision

Loyalty earned...

As we assert energies into the retention and development of future leaders to enhance work-life balance, we will earn the loyalty of our professional team members. Through long-lasting relationships, these consistent teams of trusted advisors will earn the loyalty of clients by meeting their needs and providing customized solutions.



BIG ON EXPERIENCE

Small Enough to Care

At Hawkins Ash CPAs, we pride ourselves on being a multi-office, regional accounting firm leader with the resources to customize solutions for our clients on the local level.

By the Numbers

10 OFFICES

30 PARTNERS

\$36M NET REVENUE

68+ CPAS

31 GOVERNMENT TEAM MEMBERS

195+ EMPLOYEES

1956 YR. FOUNDED

65 GOVERNMENT CLIENTS

Continuing Education

All of our audit staff participates in 50-70 hours of continuing professional education each year. In addition, all supervisory personnel receive at least 24 hours of governmental education every two years, as required by *Government Auditing Standards*. This ensures all our audit staff remains up-to-date on the many changes taking place in the public sector.

AFFILIATIONS



CERTIFICATIONS



COMMITMENT TO GOVERNMENTS

Governments require accurate accounting in the midst of complex and ever-changing regulations. These specifications determine the accounting practices suitable to keep you in compliance. Where once a general accounting background was enough, now a very specific knowledge of government requirements and regulations is necessary. Engaging the accountants at Hawkins Ash CPAs in the following additional services brings efficiency, cost-effectiveness and precision to your government reporting.

Value-Added Resources

e-Newsletter

Our regularly published newsletters provides timely accounting, compliance and news that matters to our clients.

Articles

On CPA-HQ, search for articles on topics that include accounting, tax, nonprofit, employee benefit plans, QuickBooks, general business, individual financial and tax planning, and more.

Podcasts

Our Tax Insights podcasts cover tax related topics for both individuals and businesses.

Events

Periodic educational events feature our professionals as presenters and present engaging information on relevant topics.

Audit Services

Federal and State Program
Financial
Single Audit
Tax Incremental Financing District

Accounting Services

Chart of Account Maintenance
Fixed Asset Report Maintenance
HUD Fee Accounting
Monthly Bookkeeping Services
Payroll Services
System Design
Training and Assistance

Advisory Services

Agreed Upon Procedures
Financial Statements
Utility Rate Increases

Information Services

QuickBooks Sales and Set-Up
QuickBooks Training and Support

Human Resource Consulting

HR Check-Up
Job Descriptions
Personnel Policies and Manuals
Recruitment Assistance

Professional Staff Categorization

The Firm's staff is categorized as follows:

	Total Firm	Governmental Audit Staff	Manitowoc Office	Proposed Audit Staff
Partners	30	3	4	1
Senior Managers/Managers/Supervisors	21	9	3	1
Seniors/Associates/Other	144	19	10	3
Total	195	31	17	5

SCOPE OF WORK

Objective

The objective of our service is to perform an audit of the financial statements of the Village of North Prairie and to express our opinion as independent certified public accountants on the statements. We will follow the fieldwork schedule noted in the request for proposal. Due to the auditor not being determined until mid-February and year end audit planning is normally completed in December the requested April 30 report due date will not be met. The Form CT will be completed by the May 15 extension date.

Our audit will be conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards and Audit of States, Local Governments and Nonprofit Organizations.

We will issue the following reports upon completion of the audit:

- Financial statements and an Independent Auditors' Report on the basic financial statements
- Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Independent Auditors' Report on Communication With Those Charged With Governance
- Independent Auditors' Report on Management Advisory Comments, if applicable
- Wisconsin Department of Revenue Financial Report Form and Supplemental Form F65
- Irregularities and illegal acts, if required
- Audit exit conference on the last day of field work to review preliminary audit results
- Presentation to the Village Board

The services for the Village of North Prairie will be performed by our Manitowoc office. Proposed audit staff will include one partner with total engagement responsibility, one manager of fieldwork and overall in-charge auditor, two associate accountants, and an administrative assistant.

FEES

Our fees for the services described are as follows.

Year Ended	Audit Fee	Form CT	Maintain Capital Asset Schedules (if applicable)
December 31, 2024	\$25,000	\$500	\$695
December 31, 2025	\$26,875	\$525	\$730
December 31, 2026	\$28,890	\$550	\$765

If less than three years are audited there will be a \$5,000 setup fee. If applicable, there will be a \$1,000-\$2,500 first year setup fee for capital asset depreciation schedules. 16 hours of consultation for accounting (includes reconciling accounts and figuring out capital asset additions) is included in the above audit fee. Additional consultation hours, above the 16 hours, will be billed at our standard rates listed below.

If applicable, maintaining lease schedules and SBITA schedules will be billed at our standard hourly rate. There will also be a per lease or SBITA charge for LeaseCrunch.

We believe it is important for our clients to contact us with questions, problems, or concerns as they arise. Questions or issues of a routine nature are not billed to our clients. Conferences or consultations that require more than a brief phone call or email may be billed at our Firm’s discretion.

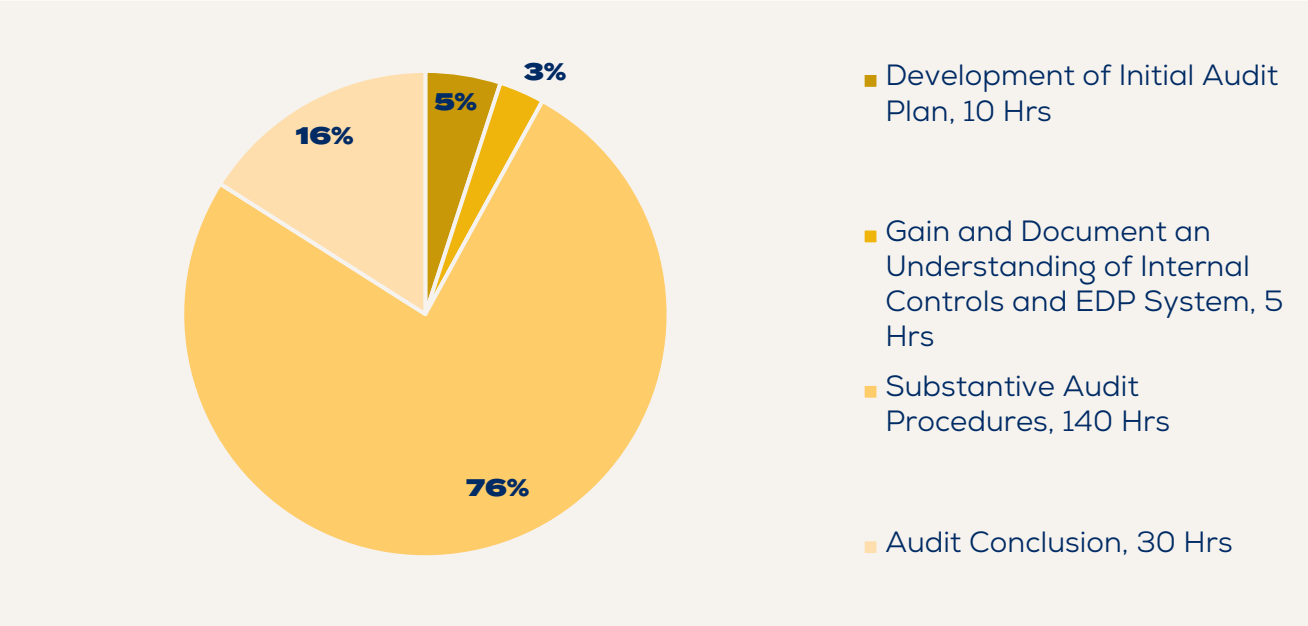
Additional Service Fees

The above fees do not include the implementation of new Governmental Accounting Standards Board statements, revisions to generally accepted governmental auditing standards, preparing 941’s, 1099s, or W-2s, reviewing or preparing property tax bills, preparing statement of taxes, or processing tax bills and payments .

If additional services are required, they will be billed out at our standard rates listed below.

Fee category	Hourly rate
Partner	\$275 - \$350
Manager	\$150 - \$265
Associate/Senior Associate	\$60 - \$150

TIME BUDGET



Working Together

The Hawkins Ash CPAs team is dedicated to your engagement and will work with you to minimize disruptions and keep the audit moving as efficiently as possible. While you rely on us to perform our tasks as planned, we count on your team to provide the information we request in a timely manner. Prior to each audit, we send our PBC list which details items you will need to have prepared. As we work collaboratively, the engagement timeline will be upheld.

CUSTOMIZED AUDIT PROCESS

Our audit process was developed to ensure hidden opportunities and trouble areas are discovered and explored in a collaborative manner. To make our engagement as efficient as possible, we will make the best use of existing resources and technology. Our firm’s client portal allows our clients easily and securely access documents we’ve prepared and also transmit documents to us.

Our audit team recognizes adherence to generally accepted auditing standards must not result in a “cook book” or “by-the-numbers” approach. Our auditors’ common sense, knowledgeable insight, alert skepticism, and thorough experience are integral parts of our audit procedures.

DEVELOPMENT OF INITIAL AUDIT PLAN	
<p>The initial audit plan is designed for the engagement and is based on proposal requirements, preliminary interviews and related procedures, such as reviewing documentation and manuals.</p>	
<p>PRELIMINARY AUDIT FIELDWORK</p> <p>The next several phases of the audit involve our review and evaluation of the internal accounting controls and administrative compliance requirements. We will:</p> <ul style="list-style-type: none">• Survey internal control policies and procedures and prepare written descriptions of these control systems in a combination of narrative, flow-chart, or questionnaire forms.• Identify and document compliance requirements that are material to your financial statements.• Perform compliance tests to determine if the controls are in use and operating as planned.• Perform analytical review of account balances. <p>Based on these tests, we will evaluate the internal controls to determine the extent they can be relied upon, and to what extent our subsequent substantive testing should be modified. At this point, we will modify the audit programs accordingly.</p>	<p>SUBSTANTIVE AUDIT PROCEDURES</p> <p>The next major phase is to substantiate account balances through substantive testing on-site. Both this phase and the preceding compliance testing will involve the use of appropriate statistical and non-statistical sampling as a technique to improve the quality of the tests.</p>
	<p>AUDIT CONCLUSION</p> <p>The concluding phase of the audit involves the preparation and presentation of our audit reports to the Audit Committee and management. The audit report presents our opinion regarding your financial statements. In any instance where we cannot express an unqualified opinion on the financial statements, we will state our reasons. We will hold an exit conference with management and Audit Committee, if they choose to attend.</p> <p>To add value to the audit process, we will make suggestions to improve your controls, operations, and efficiencies in a management advisory letter.</p>

YOUR HAWKINS ASH TEAM



**Kevin Behnke, CPA
Partner**

Municipality Audits
School District Audits
Commercial Audits

Kevin specializes in audit services provided to government entities including municipalities and school districts. He is the Firm's Director of Quality Control, chairman of the Firm's Government Services Group, a member of the Firm's Accounting and Auditing Committee, a member of the Firm's IT Steering Committee, and is the Firm's designated audit quality partner for the AICPA Government Audit Quality Center.



**Chuck Krueger, CPA
Senior Manager**

Nonprofit Audits
Commercial Accounting and Auditing
Municipality Audits
School District Audits

Chuck has more than 30 years of experience providing audit services to nonprofit and government entities. At Hawkins Ash CPAs, he serves on the Firm's Nonprofit Service Group and Governmental Service Group. Within the Manitowoc, WI, community, Chuck serves as a leader for several nonprofit organizations.



**Amber Ebert
Manager**

Municipality Audits
School District Audits

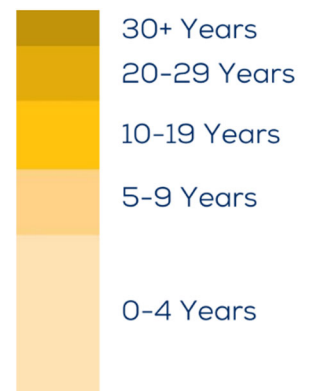
Amber began her career with Hawkins Ash CPAs as an associate in the fall of 2018. She now holds the position of manager, specializing in audit services for municipalities and school districts. Amber is a member of the training committee and the career development committee.

Staff Continuity

The engagement partner and audit personnel are assigned to your organization for the full term of the engagement. We believe continuity of personnel enhances the effectiveness of the team and minimizes disruptions to your organization's normal workflow.

Even as we're continuously adding to our teams, we're proud to display the tenure of our colleagues because it shows the Firm's commitment to them and their commitment to our clients.

EMPLOYEE DURATION OF SERVICE



REFERENCES

City of Gillett	Ms. Chelsea Anderson Clerk/Treasurer 920.855.2255 Audit Engagement Duration: 2012 - Present
City of Lake Mills	Ms. Sandra Bell Treasurer/ Finance Director 920.648.2344 Audit Engagement Duration: 1994 - Present
City of Chilton	Ms. Lisa Meyer Deputy Clerk-Treasurer 920.849.2451 Ext. 305 Audit Engagement Duration: 2014 - Present
Village of Reedsville	Ms. Mary Jo Krahn Clerk-Treasurer 920.754.4371 Audit Engagement Duration: 1994 - Present
Village of Rib Lake	Ms. Kristin Lueck Clerk-Treasurer 715.427.5404 Audit Engagement Duration: 1980 - Present

“The auditors at Hawkins Ash CPAs work in our best interest and help us. I enjoy working with them and appreciate all they do.”

Jodie Olson
Former City Administrator
Berlin, WI

QUALITY CONTROL

Hawkins Ash CPAs is deeply concerned with performing quality work within the framework of auditing and reporting standards and the consistent application of generally accepted accounting principles. We have established policies and procedures for the conduct and supervision of our work to provide reasonable assurance our services meet our standards of quality.

Our quality control system meets the standards of the American Institute of Certified Public Accountants for quality control policies and procedures. In 2023, we completed our latest peer review and were issued a pass, the best report available. This quality control review included several governmental engagements. The review was performed by Goff Backa Alfera & Company, LLC. The report is on the following page.

Since 1973, our firm has participated in volunteer quality review programs sponsored by the American Institute of Certified Public Accountants (AICPA) and the Wisconsin Institute of Certified Public Accountants (WICPA). We annually submit copies of audit reports to the WICPA for review and comment.

We have had no adverse results or findings from any desk reviews or field reviews, and no disciplinary action has been taken or is pending against our firm by state regulatory bodies or professional organizations.

INDEPENDENCE

Hawkins Ash CPAs is independent of the Village of North Prairie as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*. We have had no relationships with you that would impair our independence.

GOVERNMENT EXPERIENCE

Hawkins Ash CPAs serves cities, villages, townships, utilities, sanitary districts, public school districts, public housing authorities, redevelopment authorities and several programs funded by federal and state resources. Some of the state agencies we have worked with include:

Department of Revenue
Department of Public Instruction
Department of Transportation
Department of Children and Families
Department of Health Services
Department of Natural Resources

Department of Commerce
Department of Justice
Department of Administration
Public Service Commission
Wisconsin Housing and Economic Development Authority



PEER REVIEW LETTER



Pittsburgh
3325 Saw Mill Run Blvd.
Pittsburgh, PA 15227-2736

Wheeling
21 Warden Run Rd., Suite 102
Wheeling, WV 26003

Phone 412-885-5045
Fax 412-885-4870
www.gbaco.com

Report on the Firm's System of Quality Control

March 13, 2023

To the Partners of Hawkins Ash CPAs, LLP and the Peer Review Alliance

We have reviewed the system of quality control for the accounting and auditing practice of Hawkins Ash CPAs, LLP (the firm) in effect for the year ended July 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Hawkins Ash CPAs, LLP in effect for the year ended July 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hawkins Ash CPAs, LLP has received a peer review rating of *pass*.

Goff Backa Alfera & Company, LLC

Goff Backa Alfera & Company, LLC

STAFF PROFILES



KEVIN BEHNKE, CPA

PARTNER



CONTACT ME

920.684.2542

kbehnke@ha.cpa

FOCUSES

Municipality Audits
School District Audits
Commercial Audits

EDUCATION

Bachelor of Business
Administration
Accounting
University of Wisconsin - Oshkosh

Certified Public Accountant



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PART OF YOUR **LIFE.**

SUMMARY

Kevin Behnke joined Hawkins Ash CPAs in 1997. Kevin is now a partner and specializes in audit services provided to government entities including municipalities and school districts. He is the Firm's Director of Quality Control, a member of the Firm's Accounting and Auditing Committee, a member of the Firm's IT Steering Committee, and is the Firm's designated audit quality partner for the AICPA Government Audit Quality Center.

Kevin also is the chairperson of the Firm's Governmental Services Group. He leads the group and researches new Governmental Accounting Standards Board statements to develop understandable and best practices for staff who implement the pronouncements for clients.

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants
Government Finance Officers Association
Wisconsin Municipal Clerks Association
Wisconsin Association of School Business Officials
Municipal Treasurers Association of Wisconsin
Wisconsin Department of Public Instruction - School District Task Force

COMMUNITY ORGANIZATIONS

Rockea Hunting Club, Inc.
Former Member of Board of Directors

Collins Paradise Sno-Riders
Former Member of Board of Directors

“ I enjoy working with my clients and answering their questions to make their life a little easier. Becoming their trusted advisor is a rewarding experience. ”

STAFF PROFILES



CHARLES N. KRUEGER, CPA

SENIOR AUDIT MANAGER



CONTACT ME

 920.684.2547

 ckruieger@ha.cpa

FOCUSES

Commercial Accounting and Auditing

Municipality Audits

Nonprofit Audits

School District Audits

EDUCATION

Bachelor of Science
Business Administration
Accounting
University of Wisconsin-Milwaukee

Certified Public Accountant

AICPA Advanced Single Audit
Certificate



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SUMMARY

Chuck Krueger joined Hawkins Ash CPAs accounting and auditing staff in 1987. As a Senior Manager in the Firm's Manitowoc, WI, office, he provides audit services to school districts, municipalities, and nonprofit entities. He is a member of the Firm's Governmental Service Group and Nonprofit Service Group.

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants

Wisconsin Institute of Certified Public Accountants

Wisconsin Department of Public Instruction-School District Task Force

COMMUNITY ORGANIZATIONS

Aquatic Center Board of Directors
Treasurer

Holy Family Memorial Hospital
Treasurer and Board of Directors

Kiwanis Club of Greater Manitowoc
Board of Directors

STAFF PROFILES



AMBER EBERT

MANAGER



CONTACT ME

 920.684.2551

 aebert@ha.cpa

FOCUSES

Municipality Audits

School District Audits

EDUCATION

Bachelor of Business
Administration

University of Wisconsin - Whitewater

SUMMARY

Amber began her career with Hawkins Ash CPAs as an associate in the fall of 2018. She now holds the position of manager, specializing in audit services for municipalities and school districts. Amber is a member of the training committee and the career development committee.

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