



**Village of North Prairie**

## **AUDIT SERVICES PROPOSAL**

Village of North Prairie, Wisconsin

February 10, 2025

### **SUBMITTED BY:**

KerberRose SC

Greg Pitel, CPA  
*Shareholder*

David Minch, CPA  
*Shareholder*

487 Riverwood Lane  
Green Bay, Wisconsin 54313  
715-318-7737

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February 10, 2025

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

Thank you for the opportunity to submit a proposal for auditing services for Village of North Prairie, Wisconsin. At KerberRose, we understand the importance of selecting a firm with proven expertise and experience to provide quality, timely services. As a full-service firm providing accounting, audit, human resources consulting, retirement plan services, succession and strategic planning, tax, wealth management, and other services; we are especially well-qualified to serve the Village. Our proposal is based on our staff's demonstrated and wide-ranging experience, in addition to our clients' successes. Based on this experience, we believe our proposal will establish KerberRose as the firm possessing the talent necessary to address your needs.

As a governmental entity responsible for the provision of a full range of services, including public safety, conservation and development, education and recreation, public works and general government administrative services, KerberRose understands the Village has distinctive needs. We are eager to prove how KerberRose can help you address them.

Key factors of our expertise, quality of work and culture which distinguish our firm are:

- **Trusted people who will serve Village of North Prairie.** We believe audit excellence is derived from great communication and positive relationships. KerberRose's people-first philosophy ensures our services are built on developing trusted relationships with our clients. We pride ourselves in the services we deliver and the way we deliver them; we were founded on the principles of providing proactive, attentive compliance and consulting services to the people and businesses in our local communities—and we remain committed to this goal today.
- **Experience of the engagement team.** At KerberRose, we bring knowledge, experience and insight to every project. This means our clients and their stakeholders have confidence in the results of a KerberRose engagement and trust the information they are relying on to make critical decisions. The biographies of our trusted experts are included with this proposal, and we comprehensively offer more than 60 years of hands-on governmental audit experience with specialization in financial statements and reports, assurance, ERP system consulting, quality control and peer reviews.
- **Investment.** As a governmental entity, we understand your need to control costs and be cost-effective without sacrificing quality and timeliness. Our lower overhead is reflected in our rates and investment structure.

- **Communication.** Communication is integral to the success of any audit or consulting service. As a local firm, we understand the importance of personal communication with our clients. Consequently, our responsive advisors communicate regularly throughout every step of the audit or consulting process.

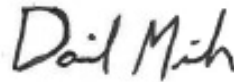
We understand the scope of the work to be performed for the Village to include professional audit services, including a financial audit of the Village's financial statements for the years ended December 31, 2024 through 2026, and assistance with the Wisconsin Municipal Form C report. We are committed to executing the above services within a mutually agreeable timeframe.

We sincerely appreciate the opportunity to submit this proposal and look forward to discussing our approach to providing the Village with proactive, quality solutions in more detail. The information in this proposal explains KerberRose's tailored approach to delivering the services you ask, and information which we believe will help you make your decision. If you require any additional information or have questions regarding this proposal, please contact either one of us at 715-318-7737 or [greg.pitel@kerberrose.com](mailto:greg.pitel@kerberrose.com) and [david.minch@kerberrose.com](mailto:david.minch@kerberrose.com).

Sincerely,  
KerberRose S.C.



Greg Pitel, CPA  
Shareholder



David Minch, CPA  
Shareholder

# Executive Summary

## Profile of KerberRose

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KerberRose S.C. is a Wisconsin-based service corporation. We are a full-service regional firm of certified public accountants and management consultants providing audit, accounting, tax, information technology, payroll, consulting, human resource, strategic planning and investment advisory services. Our roots began in the City of Shawano, WI, in the late seventies, and we have been providing Trusted Advisor services since 1979. By providing quality, timely services to our clients, our firm has grown to include more than 180 team members located in 12 offices in Antigo, Appleton, Clintonville, Green Bay, Oshkosh, Rhinelander, Sister Bay, Shawano, Stevens Point, Wausau, Wisconsin Rapids, and Marquette, MI.



KerberRose combines the expertise of a leading regional firm with the convenience, familiarity and passion of a local provider. We are different from most, if not all, of our competitors and what makes us different is we are a niche firm. As such, we attract highly-talented people and offer more services than smaller firms; at the same time, our smaller and less-complex organizational structure allows us to be more cost-effective than larger firms. Our values – Honesty, Integrity, Respect, Balanced Life, Community Oriented – dictate a high-level of personal involvement when addressing our client’s needs. As a result, when our Trusted Advisors conduct audits, partners or managers are on-site during a significant portion of the fieldwork to ensure an accurate and timely audit process. We believe our clients are attracted to this personal approach, allowing relationships to develop.

To enhance our ability to serve our clients, KerberRose joined the BDO Alliance.

This alliance of independent accounting firms in the USA is among the industry’s largest associations of accounting and professional service firms. With more than 750 independent Alliance firm locations, the Alliance represents nearly every state and includes a comprehensive range of services. Member firms are fully autonomous, united in mindset, caliber of service, and spirit of collaboration, to the benefit of all involved – our clients, staff, and partners.



Financial statement audits of governmental, employee benefit plans, and business entities represent a critical portion of the many audits performed by CPAs each year. The American Institute of Certified Public Accountants (AICPA) is committed to helping its members achieve the highest standards in performing quality audits. To help CPAs meet the challenges of performing quality audits in this unique and complex area, the AICPA launched the Governmental Quality Audit Center, which is a firm-based voluntary membership Center for firms that perform these types of audits. KerberRose S.C. is one of the original members of the Quality Center.

The Center’s primary purpose is to promote the quality of audits. To meet this overall goal, the Center:

- Creates a community of firms which demonstrate a commitment to audit quality.
- Serves as a comprehensive resource provider for member firms.
- Provides information about the Center’s activities to other stakeholders.
- Raises awareness about the importance of audits.
- Provide Center members with an online forum tool for sharing best practices as well as discussions on audit, accounting, and regulatory issues.



## KerberRose's Qualifications and Experience

### Similar Engagements with Governmental Entities

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The governmental client base of KerberRose S.C. has grown significantly over the years. Following is a list of engagements the KerberRose Audit Team performed in recent years, similar to the engagement proposed by Village of North Prairie. We encourage you to contact any of our clients for further information about the services we provide.

#### VILLAGE OF WHITING

Annette Stashek  
Clerk-Treasurer  
715-341-2742  
[clerk@vi.whiting.wi.gov](mailto:clerk@vi.whiting.wi.gov)  
Partner: Greg Pitel, CPA  
Type of Services: Financial Audit and Preparation of Annual Financial Report (AFR), including Water and Sewer, completion and filing of the PSC report, and filing of Form C.

#### CITY OF OCONTO FALLS

Eve Wallace  
Deputy Treasurer  
920-846-4505  
[drtreasurer@ci.ocontofalls.wi.us](mailto:drtreasurer@ci.ocontofalls.wi.us)  
Partner: Greg Pitel, CPA  
Type of Services: Financial audit and OMB Uniform Guidance compliance audit – Includes sewer utility, regulated water, electric, and cable utilities, and TIF districts.

#### VILLAGE OF MERTON

Julie Ofori-Mattmuller  
Treasurer  
262-538-0820 Ext. 204  
[www.villageofmerton.com](http://www.villageofmerton.com)  
Partner: Greg Pitel, CPA  
Type of Services: Financial Audit and Preparation of Annual Financial Report (AFR), including Water and Sewer, completion and filing of the PSC report, and filing of Form C.

#### CITY OF OSHKOSH

Hailey Palmquist  
Assistant Finance Director  
920-236-5006  
[hpalmquist@oshkoshwi.gov](mailto:hpalmquist@oshkoshwi.gov)  
Partner: Greg Pitel, CPA  
Type of Services: Financial and Single Audit and Preparation of Annual Comprehensive Financial Report.

#### VILLAGE OF BELLEVUE

Michelle Seidl, CMC, WCMC  
Director of Finance/Clerk-Treasurer  
920-593-5511  
[mseidl@villageofbellevuewi.gov](mailto:mseidl@villageofbellevuewi.gov)  
Partner: Greg Pitel, CPA  
Type of Services: Financial Audit and Preparation of Annual Financial Report (AFR), including Water and Sewer, completion and filing of the PSC report, and filing of Form C.



# KerberRose's Qualifications and Experience

## Single Audit Experience

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Today's environment of oscillating regulations, newfound federal and state grants and their associated risks, calls for an investment in an audit team that has significant experience with federal grants specific to your organization and can enhance the quality of your single audit experience. With an eye on process and internal control improvement over grants, the KerberRose audit team is comprised of individuals that are dedicated to the performance of single audits in accordance with the federal Office of Management and Budget's Uniform Guidance. These individuals will ensure your single audit testing and procedures over grants align with the federally issued Compliance Supplement relevant to each fiscal year. Our dedicated team obtains the required continuing education for performing these audits. Furthermore, our team also participates in peer reviews of single audits throughout the nation, allowing for us to collaborate on the most effective and efficient methods of delivering these audits. In combination with our team's extensive experience, this additional experience and related collaboration has resulted in continuous process improvements from which your organization will benefit significantly.

We annually perform between 30 and 40 single audits for municipalities, school districts and non-for-profit entities. Our staff participates in annual training specifically focused on both federal and state single audits. We also utilize practice aids for planning and performing the required audit procedures for all major grant programs.

A sample of recent single audits and the major programs are listed below:

- 10.561 State Administrative Matching Grants for Supplement Nutrition Assistance Program
- 14.228 Community Development Block Grants
- 20.507 Federal Transit Formula Grants
- 21.019 Coronavirus Relief Fund
- 21.027 Coronavirus State and Local Fiscal Recovery Funds
- 66.458 Capitalization Grants for Clean Water State Revolving Funds
- 66.468 Capitalization Grants for Drinking Water State Revolving Funds
- 93.498 Provider Relief Fund – COVID-19
- 93.558 Temporary Assistance for Needy Families
- 93.563 Child Support Enforcement (Title IV-D)
- 93.778 Medical Assistance Program
- 115.150 City Staff and Support
- 115.400 Land and Water Resource Management
- 370.575 Snowmobile Trail Aids
- 395.101 Elderly and Handicapped City Aids
- 435.283 Income Maintenance State Share
- 435.284 Income Maintenance Federal Share
- 435.377 Children's COP
- 435.516 Community Mental Health
- 435.561 Basic City Allocation
- 435.681 State/City Match
- 435.560100 Aging and Disability Resource Center

# KerberRose's Qualifications and Experience

## Additional Services and Resources

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### *Other Services Provided to Our Clients*

As a full-service firm, we provide a variety of services to our clients which are often complimentary of each other. We believe KerberRose's vast array of additional services may benefit the Village. Consult with your engagement partner or manager to learn more about how these services may supplement your audit needs.

### **Human Resources / Leadership Development**

Growing organizations are continuously faced with human resource challenges, such as developing effective policies and procedures, creating an engaging workplace culture and recruiting new employees. Our team is committed to helping your organization in all these areas, and more. We believe employees are critical to success and will help your organization with talent management to develop your employees and leaders. Our tailored and cost-effective solutions will meet your human resources and leadership development needs.

### **Strategic Planning / Succession Planning**

All organizations experience opportunities and challenges—be it adapting to organic growth, differentiation in your market, or succession/exit planning. In any instance, a strategic or succession plan will align your organization for success in the face of any opportunity or challenge. Our experienced team of strategy and business advisors will partner with you to fully integrate strategy or succession with employees, clients, processes, operations and financials.

### **Rate Studies**

Municipal Utilities often need to evaluate rate structure of both their water and sewer utilities. We are experienced in analyzing current rate structures and helping project future rate structures. We work with the Wisconsin Public Service Commission through its regulated rate case applications to enact rates that reflect the Utilities operating and maintenance expenses as well as capital infrastructure.

### **Not-for-Profit Services**

Not-for-profit organizations face unique obstacles and challenges which set them apart from for-profit companies. We are passionate about serving non-profit organizations and our experience allows us to understand the unique accounting, financial and compliance requirements of non-profits.

Our non-profit service team can ensure your organization meets compliance with all state, federal and regulatory requirements which come with a tax-exempt status. Services for non-profit organizations include auditing, accounting, tax compliance and planning, and operational consulting. KerberRose is designated as a Non-Profit Organization (NPO) Section Member and credited with Non-Profit Organization (NPO) Certificate II from the American Institute of Certified Public Accountants (AICPA).

### **Wealth Management**

KerberRose Wealth Management delivers trusted advice to guide families and business owners toward financial freedom. We are small enough to provide personal, hands-on counsel; yet large enough to serve each individual's financial needs. By working closely with our valued clients, we can combine intelligent financial life advice with a unique tax-advantaged wealth planning process. Customized wealth management solutions help our clients identify what is important to them and then create a plan to achieve success.



### **Retirement Plan Services**

KerberRose Retirement Plan Services, a division of KerberRose Wealth Management, builds, repairs and improves your retirement plan (i.e. 401k, etc.). We are focused on delivering superior retirement plan consulting services. KerberRose Retirement Plan Services assists plan sponsors in the areas of plan design, benchmarking, investment advice, fiduciary compliance and participant outcomes.

### **Retirement Plan Partners, LLC**

KerberRose Retirement Plan Partners, LLC offers retirement plan design and third-party administration (TPA) services, as well as consulting and corrections services. Employers can benefit from the tax-deferred savings offered by a qualified retirement plan, as well as providing a means by which employees can save for retirement. Retirement plans can offer a competitive edge when hiring qualified employees because we ask the necessary questions to understand the employer's goals and assist in designing a plan to attain the goals and maximize retirement savings. Our TPA services assist in maintaining the plan's compliance with regard to regulatory and legislative updates, annual compliance testing and Form 5500 preparation, and plan document services.

With the complexity and evolution of tax laws and regulations, mistakes affecting a plan's compliance can be made. We can provide retirement plan consulting, and IRS and DOL correction services to employers, including employers who are administered by other TPAs.

# KerberRose Qualifications and Experience

## Quality Control & Peer Review

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### Quality Control & Peer Review

KerberRose S.C. is proud of its reputation of providing clients with high quality services. We monitor our system of quality control continuously throughout the year and subject our audit and accounting policies and procedures to an independent outside review (referred to as a peer review) every three years as required by our membership in the American Institute of Certified Public Accountants.

KerberRose S.C.'s system of quality control is based on the AICPA's quality control standards. As such, each element of quality control as defined by the AICPA – leadership responsibilities for quality within the firm, relevant ethical requirements (e.g. independence, integrity, objectivity, concern for the public interest), acceptance and continuance of client relationships and specific engagements, human resources, engagement performance, and monitoring – is addressed in our quality control manual. In this manual, there are policies and procedures to assure the firm and its personnel maintain independence with respect to audit and accounting clients, qualified individuals are hired and trained, and engagements are performed in accordance with the myriad of professional standards and appropriately reviewed.

Our most recent peer review report is included in this proposal for your review. This review was successfully completed in October 2021. As on our prior peer reviews, we received a “clean” opinion – the highest level of assurance we can obtain regarding our audit and accounting practice. In addition to the peer review, we perform internal office inspections annually. This ensures we maintain the quality of our audit and accounting practice on a continuous basis.

Our firm's quality control manual includes a formal process for planning, supervision and review throughout the audit process, and an independent quality review of the final audited financial statements conducted by a partner with over twenty-five years of governmental accounting experience. Our firm also utilizes practice aids for audits of local governments. The practice aids include audit programs, checklists and correspondence to assist in ensuring that we perform the required procedures throughout the audit in accordance with generally accepted auditing standards. The practice aids are updated annually to include the most current changes to the governmental auditing standards.

A copy of our most recent peer review report is included in Appendix A.

## KerberRose Qualifications and References

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### **Licensed to Practice as a Certified Public Accountant**

All assigned key professional staff are properly licensed in the State of Wisconsin. In addition, KerberRose is licensed in the states of Wisconsin and Michigan.

### **Independence**

Our firm and the staff to be assigned to Village of North Prairie's audit are independent in accordance with generally-accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. We commit to maintaining an independent attitude and appearance through the full term of our engagement with Village of North Prairie.

### **Legal and Regulatory Action**

Our firm has not been involved in any disciplinary action with any regulatory bodies or involved in any lawsuits since our period of inception.

### **Engagement Performance**

We have not failed to complete work that has been awarded to us nor have we defaulted on a contract.

### **Workpaper Retention**

We will retain our workpapers for at least seven years from the final year of the audit engagement. They will be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, Village of North Prairie, successor auditor, and/or other parties authorized by Village of North Prairie.

### **Nondiscrimination**

Our firm is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, status as a covered veteran or any other basis prohibited by federal, state or local law.

## Audit Team Qualifications and Experience

### Assigned Shareholders and Managers

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#### **GREG PITEL, CPA**

*Engagement Partner – Financial Audit and Preparation of Annual Financial Report*

Greg will serve as the partner responsible for the financial audit services to be provided to the Village.

As the engagement partner for the financial audit, Greg will have the following responsibilities:

- Overall direction of the financial audit engagement, including attending fieldwork in person to help in facilitating a smooth audit process. This includes facilitating the financial audit risk assessment in accordance with *Government Auditing Standards*, as well as the supervision of substantive and analytical procedures.
- Selection and direction of the resources of the firm necessary for the success of the engagements.
- Assurance of technical quality of the final reports.
- Review all work performed by members of the engagement team.
- Presentation to the board, if requested.



#### **DAVID MINCH, CPA**

*Resource Partner*

The resource partner is responsible for any consultation required on the engagement as well as assuring technical quality in the final report.



#### **ETHAN HOFFMAN, CPA**

*Engagement Manager*

The engagement manager is responsible for the day to day administration of the audit as well as supervising other staff assigned to the engagement.



#### **CLAUDIA DANIELS**

*Engagement In-Charge*

The engagement in-charge is responsible for the day to day administration of the audit as well as supervising other staff assigned to the engagement.

*Please refer to the resumes included in Appendix B of this proposal to learn more about your assigned partners and managers.*

# Audit Team Qualifications and Experience

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## Continuity of Assigned Audit Staff

We have selected a service team to provide the talents required by this engagement. The staff assigned to your engagement will remain consistent from year to year; we believe this is essential to facilitate the development of a relationship between our staff and Village of North Prairie personnel. We believe staff consistency is important to providing efficient, quality service to our clients. Consistent staffing also results in a high level of client satisfaction. It is our intent to keep the key engagement personnel in this proposal on the audit team for the duration of our contract. Should a key person leave KerberRose S.C. during this period, we would immediately contact the appropriate Village of North Prairie personnel. We understand Village of North Prairie retains the right to approve or reject any replacement supervisory personnel.

## Continuing Education Program

The continuing education philosophy of KerberRose is to provide a balanced mix of both technical and developmental learning opportunities. We provide support for our team members to develop within the firm through internal leadership workshops and firm-wide mentoring. These programs provide opportunities to build self-awareness and learn impactful personal and professional skills. In addition, we provide a variety of technical learning opportunities; national training conferences with state training related to specific issues for Wisconsin governments, as well as internal training for new standards and changes. This approach ensures each auditor involved in governmental audits will have the skills and knowledge to apply the most recent changes in accounting and auditing standards the engagement. KerberRose also subscribes to numerous publications pertaining to the area of governmental accounting, auditing and single audits that are instrumental in keeping us informed of new developments and changes in governmental accounting. The following is a partial list of training attended by our government auditors the past three years:

- AICPA National Governmental Accounting and Auditing Update Conference
- AICPA National Governmental Training Program
- National Government Finance Officers Association Annual Conference
- Wisconsin Government Finance Officers Association Conferences
- Governmental GAAP Update on Accounting Issues
- Single Audit Requirements for Governmental Organizations

## AICPA Involvement

The American Institute of Certified Public Accountants (AICPA) is committed to helping its members achieve the highest standards in performing quality audits. To help CPAs meet the challenges of performing quality audits in this unique and complex area, the AICPA launched the Governmental Quality Audit Center, which is a firm-based voluntary membership Center for firms that perform these types of audits. KerberRose S.C. is one of the original members of the Quality Center. The AICPA also has an Employee Benefit Plan Audit Quality Center, of which KerberRose is also a member.

## Staff Location and Size

Our audit team is comprised of 27 individuals, including five partners, one senior manager, and five managers; the remaining staff are senior and staff auditors. The audit team serving our government client base is comprised of 17 dedicated staff, including three partners, a senior manager and five managers.



## Scope of Services for Village of North Prairie

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We understand Village of North Prairie is requesting the following services:

- Perform an annual financial audit of Village of North Prairie, for the fiscal years ended December 31, 2024, 2025, and 2026, if requested. Express an opinion on the governmental activities, each individual major fund, and other funds in the aggregate for Village of North Prairie, in conformity with accounting standards generally accepted in the United States of America.
- Prepare the Annual Financial Report.
- Provide the Village with any adjusting journal entries and a final adjusted trial balance upon completion of the audit.
- Provide a management letter incorporating required communications and recommendations for improvement to the system of internal control, accounting procedures, and efficiency. Such letter shall be based upon observations made during the course of the audit.
- Appear before the Village Board at the conclusion of the audit to explain the financial reports and to discuss the findings resulting from the audit.
- Prepare the requested hard copies, and one electronic (.pdf) copy of the annual financial report and management letter, as requested.
- Provide consent to use basic financial statements in financing documents as needed for future debt issues.
- Provide timely and definitive advice and counsel throughout the year up to 16 hours concerning any changes that would affect the annual report. We encourage an active discussion of accounting questions throughout the year so changes are implemented prior to the audit fieldwork.
- Prepare the annual Wisconsin Municipal Report Form C.
- Preparation and review of the MD&A.



# KerberRose's Approach to the Audit

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## Performance Expectations

KerberRose S.C. agrees to meet or exceed the requirements of the services Village of North Prairie has requested with excellent quality.

## Tentative Schedule for Audits

The final reports which will be issued include an opinion on the financial statements, compliance reports (when applicable), communication with those charged with governance and management letter. As detailed in the graphic below, the tentative schedule for a KerberRose audit can be broken down into a planning phase, preliminary fieldwork, final fieldwork, issuance of final reports and the presentation of the audit, if requested.



# KerberRose’s Approach to the Audit

## Audit Plan and Approach

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### Audit Process

KerberRose S.C. will staff your engagements with a team of audit professionals who specialize in governmental audits led by the individuals mentioned in the “Assigned Partners” section of this proposal. The team assigned to your engagement will remain consistent from the planning stage, internal control and compliance testing to the final field work and financial statement preparation.

Personnel from your audit team will meet with members of your management team periodically to coordinate the audit and provide updates on the current progress of the audit; should any issues come to our attention, they will be discussed at these meetings. The engagement team will include active participation from the Partner level with the Partners being on site throughout the audit. We feel this provides a higher-quality audit to the Village, as the Partners’ experience can be utilized to train and provide answers to the lower level staff without interrupting the staff of the Village. We acknowledge that your staff’s time is valuable, and we will make every effort to minimize the interruptions during the audit.



During the audit’s first year, we anticipate investing additional time understanding your operations, internal controls, policies and procedures, and financial reporting as they relate to your financial transactions and federal and state grants.

As a result, we separate our audits into four identifiable phases – planning, interim/preliminary audit work, year-end work and reporting. Each of these areas is described in the table on the following pages.

# KerberRose’s Approach to the Audit

## Audit Plan and Approach

Audit Phases	Timeframe	Assigned Team Members
<p><b>I. Planning Phase:</b> During this phase, we establish a proper basis for the audit to maximize audit effectiveness and minimize costs. This phase includes discussions with appropriate Village personnel to cover matters such as initial audit concerns, prior audit problems, evaluation and documentation of Village’s internal controls, and establishing key dates for completing the subsequent phases. Additionally, KerberRose will perform a preliminary analytical review of budget balances to identify areas to test during field work; develop and approve the audit program; determine single audit major programs and develop plan for compliance testing (if required); and undergo partner-level work paper and concurring reviews. KerberRose will use the documentation you have in place to gain information about your structure and internal controls, working with you to develop this documentation if not already on hand. We will also review any correspondence the Village has received during the year from regulatory agencies to determine any additional laws and regulations the Village is subject to for compliance testing.</p>	<p><b>December</b></p>	<p>Meetings attended by engagement partners and engagement managers where applicable. Audit program approved by engagement partners prior to moving on to subsequent phases.</p>
<p><b>II. Interim Audit (Preliminary Phase):</b> The evaluation of internal controls completed during planning may have identified specific policies and procedures which may be relied upon to detect or prevent material misstatements of financial data. It may then be practical to perform tests of controls to evaluate the effectiveness of such policies and procedures.</p> <p>This phase will also include testing of internal controls relating to departments with material cash balances, the federal and state awards received by the Village, tests of compliance with related laws and regulations, and other matters we deem appropriate to test at this time. Single audit sample selection will be determined using the AICPA’s sampling guide which incorporates risk assessment as well as population size in determining the sample size. Our approach to scheduling the walkthroughs and testing at the various departments listed in the request for proposal is to obtain the requested departments for review from the Finance Director and place an emphasis on different departments each year. At the conclusion of interim/preliminary fieldwork, we will conduct an exit conference to communicate the results of the audit to date with the department heads and the finance department and to affirm the date for final fieldwork.</p> <p>This phase is vital to the audit team’s understanding of the framework of the organization’s current processes and internal controls. From this thoughtful review and analysis, the team will formulate an audit plan to include both analytical and substantive testing, specific to risk areas identified in this review. As part of this process, we will prepare and communicate suggestions for improvement both verbally to management during fieldwork, well as formally in the board communication and management letter, where appropriate.</p>	<p><b>December - January</b></p>	<p>This phase would be completed by engagement partners, engagement managers, engagement in-charges, and other professional staff.</p>

# KerberRose’s Approach to the Audit

## Audit Plan and Approach

Audit Phases	Timeframe	Assigned Team Members
<p><b>III. Year-End Audit Phase:</b> This phase will commence when the Village’s accounting personnel have prepared a trial balance of the Village’s year-end general ledger accounts and completed the workpapers agreed upon during planning. This phase will primarily involve performance of substantive procedures, such as:</p> <ul style="list-style-type: none"> <li>• Review of cash and investments</li> <li>• Review inter-fund balances and receivables</li> <li>• Compare revenue and receivables</li> <li>• Compare expenditure and liabilities</li> <li>• Determine nature and appropriateness of other equity balances</li> <li>• Complete compliance testing with Federal and State major programs (if required).</li> </ul> <p>This purpose of substantive tests will be to provide reasonable assurance of the validity of account balances as produced by the accounting system. These tests involve obtaining or examining evidence to verify the propriety of such balances.</p> <p>At the conclusion of final fieldwork we will conduct an exit conference to communicate the results of the audit to date and set a schedule for completing the reports.</p>	<p><b>February</b></p>	<p>All work performed in this phase will be performed by staff, the in-charge, managers, partners in the field, and is reviewed by the engagement partners.</p>
<p><b>IV. Reporting Phase:</b> The final phase involves preparation of financial statements, reports and the management letter. Preliminary drafts of the audit report and financial statements will be provided to management for review prior to finalizing the reports. We anticipate this occurring within 4 weeks of the end of fieldwork. We will provide final copies of the report and financial statements within five business days of receiving approval from the Village regarding the draft copies.</p>	<p><b>March</b></p>	<p>Review the Village’s draft financial statements. Final reports of the audit are planned to the Village upon approval of draft financial statements. Presentation to the Village Council as requested.</p>

## Investment

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Your investment is based on the amount of time required to complete an assignment and the level of personnel assigned. We render interim billings as work progresses and a final billing at the conclusion of each engagement.

Your investment is based on the assumption the Village will have accounting records readily available and we will receive assistance from Village personnel in the preparation of detailed analyses, workpapers, etc., including trial balances or schedules prepared in the normal course of business. A listing of such schedules will be provided to your personnel during the planning phase of each audit.

If requested, we will provide additional services and provide the Village with an estimate cost prior to undertaking the tasks.

The time requirement of Village staff will be higher in the initial year of the contract as we review your policies and internal controls by interviewing staff and observing the procedures to process various transactions of the Village. We always strive to minimize the Village's staff time by utilizing reports already prepared for year end balances. We will ask that the Village provide schedules or reconciliations of material balance sheet accounts as well as transaction detail of individual accounts we identify for review. To minimize interruptions for account transactions, we will request the general ledger detail containing all the transaction of each account for the year being audited. It has been our experience the time requirements of Village personnel can be minimal provided the accounting records are complete and all requested schedules have been prepared prior to the audit.

## Investment

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### Audit Fees

A summary of the Village's investment is detailed by area below, as requested. We understand that the Village's resources are best spent on services provided to its citizens. Our lower overhead costs, small office spaces, and frugality means a lower investment for our services.

A breakdown of the total audit fee by service provided is noted below:

Base Audit	2024	2025	2026
Village Audit and Depreciation Schedule	\$ 21,350	\$ 22,650	\$ 24,235
Preparation for the Wisconsin Municipal Form C	2,000	2,150	2,275
Preparation of the MD&A	2,500	2,600	2,750
<b>Subtotal</b>	<b>\$ 25,850</b>	<b>\$ 27,400</b>	<b>\$ 29,260</b>

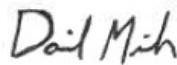
Hourly Rates Above the 16 hours included:

	Hourly Rate
Partner and Quality Control	\$ 475
Manager	275
Senior	200
Staff	140

I certify that I am entitled to represent KerberRose SC (the firm), empowered to submit this proposal, and authorized to sign a contract with Village of North Prairie. All of the information provided in connection with the proposal is accurate to the best of my knowledge.



Greg Pitel, CPA  
Shareholder  
KerberRose SC



David Minch, CPA  
Shareholder  
KerberRose SC



## APPENDIX A



## Report on the Firm's System of Quality Control

To the Partners of  
KerberRose S.C.  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of KerberRose S.C. (the firm) in effect for the year ended May 31, 2021. 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](http://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; audits of employee benefit plans, and an examination of service organizations [SOC 2 engagement].

As part of our peer review, we considered reviews by regulatory entities as communicated to 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 KerberRose S.C. in effect for the year ended May 31, 2021, 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*. KerberRose S.C. has received a peer review rating of *pass*.



Baton Rouge, Louisiana  
November 30, 2021



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/5/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> M3 Insurance Solutions, Inc. 1872 Mid Valley Drive De Pere WI 54115	<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext):</b> 800-272-2443		<b>FAX (A/C, No):</b> 608-273-1725
	<b>E-MAIL ADDRESS:</b> info@m3ins.com		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A :</b> Chubb National Insurance Compa			10052
<b>INSURED</b> KerberRose S.C. KerberRose Wealth Management, LLC 115 E Fifth Street Shawano WI 54166	<b>INSURER B :</b> Great Northern Insurance Co.		20303
	<b>INSURER C :</b> Federal Insurance Co.		20281
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**COVERAGES**

CERTIFICATE NUMBER: 2129086060

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			D01828356	9/5/2024	9/5/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73636097	9/5/2024	9/5/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			56718613	9/5/2024	9/5/2025	EACH OCCURRENCE	\$ 3,000,000
							AGGREGATE	\$ 3,000,000
								\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			71839452 71839453	9/5/2024 9/5/2024	9/5/2025 9/5/2025	PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Mitchell Fuller*

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## **APPENDIX B**

## Greg Pitel, CPA

Shareholder, State and Local Government

✉ greg.pitel@kerberrose.com

☎ (715) 526-9400



## Profile

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Greg has more than 17 years of governmental accounting and auditing experience. He specializes in providing services to governmental entities, including audits, accounting services, and various consulting services.

## Education

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- University of Wisconsin, Green Bay, Bachelor of Science in Accounting and Business Administration

## Industry Involvement

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- AICPA – American Institute of Certified Public Accountants
- WICPA – Wisconsin Institute of Certified Public Accountants\

Greg oversees the completion of audits for a variety of Wisconsin municipalities and school districts. He prepares financial statements and reports for the Wisconsin Department of Public Instruction, Public Service Commission of Wisconsin, and other state agencies. In addition, he prepares water and sewer rate studies for local utilities and provides recommendations on rate structure. Greg has worked with a variety of governments across Wisconsin. Greg brings a consultative approach to governmental entities by listening to their challenges and finding customized solutions through a variety of capabilities, including assurance, compilation, outsourcing, and advisory services.

## Personal Interests

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Whether it's an early, sun-filled morning on the water in July, or a frigid day on the ice in January, Greg enjoys fishing for walleye and whitefish. He also enjoys camping and spending as much time outdoors as possible with his wife, two daughters, and three dogs.

## David Minch, CPA

Shareholder, State and Local Government

✉ david.minch@kerberrose.com

☎ (920) 993-0105



## Profile

David has over 12 years of governmental accounting and auditing experience. His specializations include: providing services to governmental entities, including audits, accounting services and various consulting services.

Furthermore, he oversees the completion of audits for a variety of Wisconsin municipalities, school districts, and governments. Additionally, he prepares financial statements and reports for the Wisconsin Department of Public Instruction, Public Service Commission of Wisconsin, and other state agencies. David has also worked with clients on implementing internal control systems, efficiency studies and fraud investigations. He brings a consultative approach to governmental entities by listening to their challenges and finding customized solutions through a variety of capabilities, including assurance, compilation, outsourcing, and advisory services.

## Education

University of Wisconsin, River Falls – Bachelor of Science in Accounting and Business Administration.

## Industry Involvement

- AICPA
- WICPA
- WGFOA

## Community Involvement

- Treasurer for Ripon Area Youth Wrestling Club
- Coach for various youth sports teams

## Personal Interests

Outside of work, you can find David on the water fishing, in a duck blind, sitting in a deer stand, or on a ball field coaching youth sports. His family has a passion for the outdoors and he enjoys spending as much time as possible outside with his wife, son, two daughters and the family dog Zeek.

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## Ethan Hoffman, CPA

Manager, State and Local Government

✉ ethan.hoffman@kerberrose.com

☎ (920) 993-0105



### Profile

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Ethan has more than four years of experience in public accounting and has been with KerberRose for more than three years. He specializes in providing financial accounting and auditing services to state and local government entities. These services include, but are not limited to: providing services for clients which are subject to Government Auditing Standards, Uniform Guidance audit requirements, State Single Audit Guidelines and Wisconsin Department of Public Instruction (DPI) audit requirements. Examples of performed work include: preparation of PSC Report, Form C, as well as preparation of financial statements, Single Audits and other State Financial Report Forms for government entities.

### Education

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- Ripon College—Bachelor of Arts in Business Management, Minor in Sports Management
- University of Wisconsin - Green Bay—Continuing education in Accounting

### Industry Involvement

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- AICPA—American Institute of Certified Public Accountants
- WICPA—Wisconsin Institute of Certified Public Accountants

### Continuing Professional Education

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- School District Audit Conference
- AuditSense Training Program
- Audit Boot Camp
- DPI—Choice and SNSP Annual Audit Training
- Minimum of 40 credit hours of continuing professional education annually

### Personal Interests


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Ethan enjoys spending time with his wife, whether it is hunting, fishing, exercising, competing in sports or relaxing at home. Ethan is also an assistant coach on the Neenah varsity football staff.

# Claudia Daniels

Senior Associate

 claudia.daniels@kerberrose.com

 (920) 363-0097



## Profile

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Claudia has been in public accounting for more than three years. She began her career working on commercial for-profit clients and has now transitioned to government clients.

## Education

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- University of Wisconsin-Madison — Bachelor of Business Administration

## Personal Interests

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Outside of work, Claudia enjoys spending time with family, traveling, golfing, and sewing. She has a husband and a dog.