


JAMESMOORE

June 21, 2024

To the Honorable Mayor, City Commission, and City Manager,
City of Chiefland, Florida:

This letter is provided in connection with our engagement letter dated August 1, 2023, to audit the financial statements of the City of Chiefland, Florida (the City) as of and for the year ended September 30, 2024. For the year ended September 30, 2024, you have requested our assistance with year-end schedules and reconciliations to accounting general ledger system. Listed below are the additional services with a total cost of \$19,500; however, if additional assistance is required then fees will be quoted prior to work being performed.

- State Revenue Accrual
- Grant Revenues Accruals/Due from other Governments
- Unbilled AR
- Allowance for doubtful accounts
- Prepaid items
- Inventory
- Fixed assets and depreciation calculations
- Long term debt
- Accounts Payable
- Accrued payroll
- Compensated absences
- Unearned revenue
- Interfund (transfers and due to/from)
- Florida Retirement System (FRS) and GASB 68 journal entries
- Annual Financial Report (AFR)
- Assistance with GASB 87 (Leases) & GASB 96 (SBITA)

Our ability to provide services in accordance with our estimated fees above is contingent on cash and pooled cash reconciling to the general ledger, beginning equity agrees to the prior year financial statements and all funds are in balance. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests.

Other Audit Matters

We will perform the following nonattest services: assistance with preparation of financial statements, preparation of schedule of expenditures of federal awards and state financial assistance (if applicable), data collection form (if applicable), assistance with fixed asset and depreciation schedules, assistance with lease and SBITA calculation (if applicable), Annual Financial Report (AFR), and assistance with year-end schedules and reconciliations to accounting general ledger system. With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Laura Cain) 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.

This communication is for informational purposes only and to further document our understanding of services to be provided and has no impact on the initial fees established in our engagement letter dated August 1, 2023, except as noted above.