

NOLTE, CORNMAN & JOHNSON P.C.

Certified Public Accountants
(a professional corporation)
117 West 3rd Street North, Newton, Iowa 50208-3040
Telephone (641) 792-1910
Fax (641) 791-9284
Email ncjcpa@mediacombb.net

Responses to New Hampton Community School District Audit Firm Questionnaire.

- 1. Firm Name: Nolte, Cornman & Johnson, P.C.
- 2. Business Address: 117 West 3rd Street North
Newton, IA 50208
- 3. Telephone Number: 641-792-1910
- 4. Type of Organization: Corporation
- 5. List the following information concerning principals (or partners) and professional staff at the address listed above.

	<u>Number</u>	<u>Average Number Years Experience</u>	<u>Number with CPA Certificate</u>
A. Principals	1	31	1
B. Professional Staff	8	5	1

- 6. List the names of the Iowa school districts audited by staff from your office during the past five years.
A. See Attached List

- 7. List all auditing team members who will be assigned to our school district.

	<u>Years of Auditing Experience</u>	<u>Years of Auditing Schools</u>	<u>C.E. Hours</u>	<u>State Auditor's Seminar</u>
A. N. Janssen	31	31	40	Yes
B. P. Schryver	17	16	40	Yes
C. J. Kleveland	4	4	40	Yes
D. Substitutes possess training and experience equal to above listed auditors.				

- 8. Indicate the principal or partner who will ultimately be responsible for our school districts audit and the person's position with your firm.

Person: Nancy Janssen
Position: President

9. Quality Control is an essential part of the auditing services. Explain your internal review procedures that would be used during your audit.

We utilize the State Auditor's Office questionnaires and programs. The 2017 audit team will be comprised of an experienced staff with supervision by the audit manager. We have the required peer review every three years with the most recent in August 2014.

10. Does your firm publish a client newsletter: Yes

If so, how often would we receive the publication: About 5 leading up to and around year-end.

11. Would your examination of our records be conducted in accordance with generally accepted auditing standards, Chapter 11 of the Code of Iowa, the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act of 1996 and OMB Circular A-133, *Audits of State and Local Government, and Non-Profit Organizations*?

Yes

12. As part of the basic proposal cost, would your firm present the Audit Report and a verbal explanation of the report to the Board of Education?

No

Comments: Presentations can be done upon request. Cost is based on time and distance traveled.

13. Define your procedures for testing transactions and quantify your answer.

Transactions are selected by statistical sample taking into account the number of transactions and materiality.

14. During the year, the school district may request your firm to make recommendations to our Board regarding appropriate action to take in the management of our school district. Describe your firm's qualifications to make such recommendations.

Our firm stays up to date on regulations effecting school districts. We also use the State Auditor's Office and Iowa Department of Education for reference when necessary.

14. Six copies of the audit report will be submitted to the school district ~~within five weeks of the completion of the fieldwork~~ by March 31.

20. We have reviewed the specifications and agree to and understand the terms outlined in this questionnaire **(with our adjustment to the final audit report submission)** and the attached fee schedule.

Nancy J. Anson
Signature
4/5/17
Date

President
Position/Title

YEAR(S) AUDITED

DISTRICT	2012	2013	2014	2015	2016
ADAIR-CASEY	X	X	X	X	X
ADEL-DESOTO-MINBURN				X	X
AGWSR		X	X	X	X
AHST	X	X	X	X	X
ALBIA	X	X	X	X	X
ALBURNETT	X	X	X	X	X
ALGONA	X	X	X	X	X
ALLAMAKEE		X	X	X	
AMES	X	X	X	X	X
ANDREW	X	X	X	X	X
AR-WE-VA		X	X	X	X
ATLANTIC	X	X	X	X	X
AUDUBON	X	X	X	X	X
BATTLE CREEK-IDA GROVE	X	X	X	X	X
BAXTER	X	X	X	X	X
BCLUW		X	X	X	X
BEDFORD	X	X	X	X	X
BELLE PLAINE	X	X	X	X	X
BELMOND-KLEMME		X	X	X	X
BETTENDORF	X	X			X
BGM	X	X	X	X	X
BOYER VALLEY	X	X	X	X	X
BURLINGTON	X	X	X	X	X
CAL			X	X	X
CAM	X	X	X	X	X
CARDINAL OF ELDON	X	X	X	X	X
CARROLL	X	X	X	X	X
CENTER POINT-URBANA	X	X	X	X	X
CENTERVILLE	X	X	X	X	X
CENTRAL					X
CENTRAL CLINTON	X	X			
CENTRAL CITY					X
CENTRAL DECATUR	X	X	X	X	X
CENTRAL LEE	X	X	X	X	X
CHARITON	X	X	X	X	X
CHARLES CITY		X	X	X	X
CHARTER OAK-UTE		X	X	X	X
CHEROKEE		X	X	X	X
CLARINDA	X	X	X	X	X
CLARKSVILLE	X	X	X	X	X
CLEARFIELD	X	X	X		
COLFAX-MINGO	X	X	X	X	X
COLLINS-MAXWELL		X	X	X	X
COLUMBUS	X	X	X	X	X
COON RAPIDS-BAYARD	X	X	X	X	X
CRESTON	X	X	X	X	X
DELWOOD	X	X	X	X	X
DENISON	X	X	X	X	X
DIAGONAL	X	X	X	X	X
DUNKERTON	X	X	X	X	X
EARLHAM	X	X	X	X	X
EAST CENTRAL	X	X			
EAST MARSHALL	X	X	X	X	X
EAST MILLS	X	X	X		
EAST UNION	X	X	X	X	X
EASTON VALLEY			X	X	X
EDDYVILLE-BLAKESBURG	X				
EDDYVILLE-BLAKESBURG-FREMONT		X	X	X	X
EDGEWOOD-COLESBURG	X	X	X	X	X
ELDORA-NEW PROVIDENCE		X	X	X	X
ELK HORN-KIMBALLTON	X	X	X		
ESSEX	X	X	X	X	X

DISTRICT	YEAR(S) AUDITED				
	2012	2013	2014	2015	2016
EXIRA	X	X	X		
EXIRA-ELK HORN-KIMBALLTON				X	X
FAIRFIELD	X	X	X	X	X
FARRAGUT	X	X	X	X	X
FORT MADISON	X	X	X	X	X
FREMONT	X				
FREMONT MILLS			X	X	X
GILBERT	X	X	X	X	X
GLENWOOD	X	X	X	X	X
GREENE COUNTY				X	X
GRISWOLD	X	X	X	X	X
GUTHRIE CENTER	X	X	X	X	X
HAMBURG	X	X	X	X	X
HARMONY	X	X	X	X	X
HARTLEY-MELVIN-SANBORN		X	X	X	X
HUBBARD-RADCLIFFE		X	X	X	X
HUDSON		X	X	X	X
HUMBOLDT		X	X	X	X
IA EDUCATION BENEFITS PRG 28E					X
INDEPENDENCE	X	X	X	X	X
IOWA FALLS	X				X
IOWA STAR SCHOOLS 28E	X	X	X	X	X
JEFFERSON-SCRANTON	X	X	X		
KEOKUK	X	X	X	X	X
KEOTA	X	X	X	X	X
KINGSLEY-PIERSON		X	X	X	X
KNOXVILLE	X	X	X	X	X
LAKE MILLS	X	X	X	X	X
LAMONI	X	X	X	X	X
LAWTON-BRONSON	X	X	X	X	X
LENOX	X	X	X	X	X
LEWIS CENTRAL	X	X	X	X	X
LINN-MAR	X	X	X	X	X
LISBON	X	X	X	X	
LOGAN-MAGNOLIA	X	X	X	X	X
MADRID	X	X	X	X	X
MAQUOKETA	X	X	X	X	X
MAQUOKETA VALLEY	X	X	X	X	X
MARION INDEPENDENT	X				
MARSHALLTOWN	X	X	X	X	X
MARTENSDALE-ST MARY	X	X	X	X	X
MID-PRAIRIE	X	X	X	X	X
MISSOURI VALLEY	X	X	X	X	X
MONTEZUMA	X				
MONTICELLO	X	X	X	X	X
MOULTON-UDELL	X	X	X	X	X
MOUNT PLEASANT	X	X	X	X	X
MUSCATINE	X	X	X		
NEW HAMPTON	X	X	X	X	X
NEWTON	X	X	X		
NODAWAY VALLEY	X	X	X	X	X
NORTH BUTLER					X
NORTH LINN	X	X			
NORTH TAMA COUNTY	X	X	X	X	X
NORTHEAST HAMILTON			X	X	X
NORTHWOOD-KENSETT	X	X	X	X	X
NORWALK	X	X	X	X	X
ODEBOLT ARTHUR		X	X	X	X
OELWEIN				X	X
OGDEN		X	X	X	X
OKOBOJI	X	X	X	X	X

DISTRICT	YEAR(S) AUDITED				
	2012	2013	2014	2015	2016
ORIENT-MACKSBURG	X	X	X	X	X
OSAGE	X	X	X	X	X
PANORAMA	X	X	X	X	X
PATON-CHURDAN		X	X	X	
PCM	X	X			
PEKIN	X	X	X	X	X
PERRY	X	X	X		
PRESCOTT	X	X	X	X	X
PRESTON	X	X			
RED OAK	X	X	X	X	X
RICEVILLE	X	X	X	X	X
RIVERSIDE	X	X	X		
ROCKWELL CITY-LYTTON	X	X	X		
ROLAND-STORY				X	X
SAYDEL	X	X	X	X	X
SCHALLER-CRESTLAND					X
SCHLESWIG	X	X	X	X	X
SEIHC 28E	X	X	X	X	
SERGEANT BLUFF-LUTON		X	X	X	X
SHENANDOAH	X	X	X	X	X
SIBLEY-OCHEYEDAN	X	X	X	X	X
SIDNEY	X	X	X	X	X
SOLOM	X	X	X	X	X
SOUTH CENTRAL CALHOUN				X	X
SOUTH O'BRIEN		X	X	X	X
SOUTH PAGE	X	X	X	X	X
SOUTH TAMA	X	X	X	X	X
SOUTHEAST WARREN	X	X	X	X	X
SOUTHERN CAL	X	X	X		
SPENCER	X	X	X		
ST. ANSGAR	X	X	X	X	X
STANTON	X	X	X	X	X
STORM LAKE	X	X	X	X	
STRATFORD		X	X	X	X
TITONKA CONSOLIDATED	X	X	X		
TREYNOR	X	X	X	X	X
TRI-CENTER	X	X	X	X	X
TRI-COUNTY	X	X	X	X	X
TWIN RIVERS		X	X	X	X
UNDERWOOD	X	X	X	X	X
UNION	X	X	X	X	X
UNITED	X	X	X	X	X
VALLEY					X
VAN BUREN	X	X	X	X	X
VAN METER			X	X	X
VILLISCA	X	X	X	X	X
WACO	X	X	X	X	X
WALNUT	X	X	X	X	X
WAPELLO	X	X	X	X	X
WASHINGTON	X	X	X	X	X
WAYNE	X	X	X	X	
WEBSTER CITY	X	X	X	X	X
WEST DELAWARE	X	X	X	X	X
WEST HARRISON	X	X	X	X	X
WEST MONONA	X	X	X	X	X
WESTWOOD	X	X	X	X	X
WINFIELD-MT. UNION	X	X	X	X	X
WOODBURY CENTRAL	X	X	X	X	X
WOODBINE	X	X	X	X	X
WOODWARD-GRANGER	X	X	X	X	X

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Responses to New Hampton Community School District Audit Fee Proposal.

1. Base Proposal:

Maximum fee for auditing the financial records of the New Hampton Community School District for the fiscal year ending June 30, 2017.

A. Amount \$7,050

B. Additional help that may be requested during the school year at \$150 per hour.

C. Estimated starting date of field work: per mutually agreed start date.
Estimated conclusion date 1-2 days after start of fieldwork
Estimated delivery date of finished report by March 31 of each year

2. Future Proposals:

Maximum fee for auditing the financial records of the New Hampton Community School District for the fiscal year ending June 30, 2018.

A. Amount \$7,350

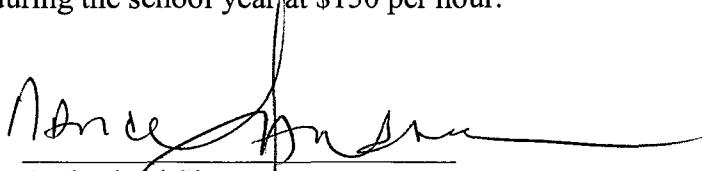
B. Additional help that may be requested during the school year at \$150 per hour.

Maximum fee for auditing the financial records of the New Hampton Community School District for the fiscal year ending June 30, 2019.

A. Amount \$7,750

B. Additional help that may be requested during the school year at \$150 per hour.

Nolte, Cornman & Johnson, P.C.
117 West 3rd Street North
Newton, IA 50208
641-792-1910



Authorized Signature
7/15/17

Date

AGREEMENT BETWEEN

NEW HAMPTON COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 5TH day of APRIL, 2017, by and between NEW HAMPTON COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the NEW HAMPTON COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the three years ended June 30, 2019; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
- B. Begin work on the audit engagement as specifically agreed upon with the School District.
- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.
- D. Immediately inform the School District, the Auditor of State and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates.

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
<u>Junior</u>	<u>23</u>	<u>70</u>
<u>Incharge</u>	<u>20</u>	<u>85</u>
<u>Audit Manager</u>	<u>15</u>	<u>100</u>
<u>Partner</u>	<u>10</u>	<u>125</u>
<u>Travel</u>	<u>Est. Cost</u>	<u>500</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>500</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement shall not be for more than \$7,050 for the year ended June 30, 2017, and \$7,350 for the year ended June 30, 2018, and \$7,750 for the year ended June 30, 2019, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance with the Certified Annual Report.

3. Termination of Agreement:

- A. The School District may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, NEW HAMPTON COMMUNITY SCHOOL DISTRICT AND CPA have executed this AGREEMENT as of the date indicated below.

CPA

(ENTITY)


NOLTE, CORNMAN & JOHNSON, P.C.

By _____
BOARD PRESIDENT

Date 4/5/17

Date _____