



Proposal for Audit Services: Mendocino County Office of Education

Ukiah, California

For the fiscal year ending June 30, 2022, plus two
(2) optional renewal periods through June 30, 2024.

Submitted on February 24, 2022

By: Michael Ash, CPA
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Certified Public Accountants serving
K-12 School Districts and Charter
Schools throughout California

February 24, 2022

Auditor Selection Committee
Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

Dear Committee Members,

Christy White, Inc. (CW) is pleased to respond to Mendocino County Office of Education's (MCOE) request for Annual Financial Statement Audits for the fiscal years ending June 30, 2022, plus two (2) optional renewal periods through June 30, 2024.

We **specialize in auditing California school districts for 20 years**. In 2018-19, we were providing services to over 160 Local Educational Agencies (LEA's). In addition to K-12 districts, we audit charter schools, Prop. 39 bonds and Prop. 51 state facilities grants, plus, should the need arise, we perform fraud and forensic audits.

As a leader in the K-12 industry, we provide K-12 audit focused staff training that is unmatched by other firms. We assure you that every Christy White team member will be trained and able to handle your audit efficiently and effectively. Moreover, we provide **free training and accounting advice** to our clients.

Our firm implemented a **"virtual office" setting** several years preceding the pandemic. With our technology, we are fully capable of conducting a remote audit by providing audit-related items via our secured online portal (Suralink). Your CW audit manager will help set up you and your staff. The portal is very user-friendly and secure.

CW leads the K-12 audit profession by active participation on the State Controller's *Audit Guide Task Force*, annually presenting to school district audit professionals at CalCPA's *School District Conference*, teaching new CBO's at CASBO and ACSA academies, and speaking before county offices and districts on implementation know-how for new GASB standards.

Founding partner, Christy White, has over 35 years of school audit and consulting experience and is joined by Partners Heather Daud Rubio, Michael Ash, and John Whitehouse, plus multiple licensed director-level managers, and experienced in-charges auditors and staff. Our team is committed to meeting all requirements and timelines for the successful completion of the engagement.

After reading through our proposal, should you have any questions, please feel free to contact me at 619-270-8222. I would be happy to meet with you, the auditor selection committee, and the Governing Board.

Sincerely,

Michael Ash, CPA
Partner

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
christywhite.com

PROFILE OF CHRISTY WHITE, INC.

NAME OF FIRM AND CONTACT INFORMATION

Legal Name: Christy White, Inc. (dba Christy White Associates, Inc.)
Business Address: 348 Olive Street, San Diego, CA 92103
Telephone Number: 619-270-8222
Fax Number: 619-260-9085
Email Address: mash@christywhite.com
Web Address: www.christywhite.com

CHRISTY WHITE, INC. SHAREHOLDERS: Christy White Inc., is jointly owned by Christy White, Michael Ash, and Heather Daud Rubio.

BACKGROUND AND RANGE OF ACTIVITIES OF CHRISTY WHITE, INC.

Christy White, Inc. (CW), a professional Accountancy corporation, is the 2nd largest CPA firm in the number of Local Educational Agencies (LEAs) audited annually. We are San Diego based with offices throughout the State. We provide a wide range of K-12 audit and consulting services, including financial and bond auditing; internal audit risk assessments; and, free consultation on GASB implementations.



OFFICES

Santa Rosa, CA
Sacramento, CA
San Francisco, CA
Fresno, CA
Los Angeles, CA

CORPORATE OFFICE

348 Olive Street
San Diego, CA
92103
T: 619-270-8222
F: 619-260-9085

CW is a member of the Private Companies Practice Section (PCPS) and Government Quality Control Center (GQCC) of the American Institute of CPAs, which requires an independent peer review every three years. Christy White, Inc. We received the best result of “Pass” in our most recent review.

We are members of the American Institute of CPAs (AICPA) and the California Society of CPAs. Also, we are association members with the California Association of School Business Officials, the Government Financial Officers’ Association, and the Certified Fraud Examiner’s Association. CW is also an active participant in the development of the annual K-12 audit guide and dialogues regularly with State agencies on audit issues that affect our clients.

STATEMENT OF INDEPENDENCE

Christy White, Inc. meets the independence requirements of *Government Auditing Standards* and the State’s *K-12 Audit Guide*. We have no financial, community, or personal ties to Mendocino County Office of Education, its board members, administrators or staff.

PROFILE OF CHRISTY WHITE, INC., CONT'D

BACKGROUND AND RANGE OF ACTIVITIES OF CHRISTY WHITE, INC.

FIRM HISTORY, SERVICES, AND SIZE

Christy White, Inc. was incorporated in 2010, succeeding Nigro Nigro & White (NNW) as the AICPA designated successor firm, (Christy White was a founding partner NNW in 1999). Our firm has grown steadily over the past 20 years and now has 35 professionals, including eight CPAs.

We offer services exclusively to local educational agencies (LEAs), including school districts and charter schools. It's our full specialization in LEAs that makes us unique among CPA firms and provides added value to our clients. As your educational audit specialist, CW audits over 140 school districts, 10 county offices of education, 90 Proposition 39 bonds, and over 65 charter schools. Our audit clients range in size from large school districts to mid-size and small entities. We also prepare the annual tax Forms 990/199 for our nonprofit charter school clients. Our consulting capabilities include helping our clients with:

ASB Training	Forensic/Fraud Audits
Attendance Accounting	School District Organization
GASB and Compliance Implementation	Charter School Back Office
Efficiency Studies	Financial Reporting

ORGANIZATIONAL STRUCTURE

Firm representatives from each of our organizational levels comprise our proposed audit team. We will not joint venture with another firm on this engagement. And, Christy White, Inc. is financially stable. We have no long-term debt and have remained fiscally stable throughout our 20-year history.

AUDIT MANAGEMENT TEAM

- Audit Partners
- Audit Director

AUDIT IN-CHARGE

- Supervisors
- Seniors

AUDIT STAFF

- Staff Accountant II
- Staff Accountant I

ADMINISTRATIVE SUPPORT

PROFILE OF CHRISTY WHITE, INC., CONT'D

EXPERIENCE AUDITING COMPUTERIZED SYSTEMS

All of CW's partners and staff have experience in computerized financial systems. As part of every audit, CW evaluates the internal controls over key financial cycles and includes computer control procedures. We work with clients on conversion issues and have worked on a variety of systems. As an example, Michael Ash and Sarah Fiehler audit the Napa County Office of Education and 4 school districts in Napa County. The County Office of Education has chosen to give us read-only access to the Digital Schools general ledger software. Because of this access, we are able to conduct the audit remotely and run general ledger reports and pull supporting documentation for items selected for testing. This makes the audits run more efficiently and greatly reduces the stress on client staff.

Our partners are also experienced using state software, including SACS software. We have consulted with school districts in the use of SACS software for the preparation of GASB 34 conversion entries and reports.

The audit software we use is ProSystems FX, a paperless audit software that all audit staff are trained on and use for each engagement.

CONDUCT OF THE AUDIT IN ACCORDANCE WITH APPLICABLE LAWS, REGULATIONS, AND STANDARDS

The scope of auditing services provided includes the **Annual Financial Statements** of Mendocino County Office of Education and sponsored Districts, a Single Audit under OMB Uniform Grant Guidance, and Compliance with State Audit Requirements for the fiscal years ending June 30, 2022, plus two (2) optional renewal periods through June 30, 2024. Our firm follows the following laws, regulations, and standards:

- Education Code Section 41020
- Standards and Procedures for Audits of California K-12 Local Educational Agencies
- Uniform Guidance for Federal Single Audits
- Government Code, Public Contract Code, Education Code and Title V Regulations (for conducting state compliance audit testing)

CW'S QUALITY CONTROL SYSTEM

Our quality control systems include policies and procedures in areas such as leadership, ethical requirements, acceptable of new clients, personnel management, engagement performance, monitoring, and communication. We actively monitor compliance with our quality control document through timely review of work papers, training on new standards, consultation on complex areas, and sound human resources practices. CW has received the highest level of assurance from our peer reviewer, which is "Pass." Attached is our most recent quality control report.

CHRISTY WHITE’S STAFFING AND QUALIFICATIONS

PARTNER AND MANAGER WITH LEAD RESPONSIBILITY: The Lead Engagement Partner will be Michael Ash, CPA. The Lead Manager for the district audits will be Sarah Palafox. The Lead Manager for the charter school audits will be Lily Pearson, CPA. Resumes for the assigned audit team members are provided as follows.

STAFF QUALIFICATIONS

The firm partners and staff of Christy White, Inc. (CW) bring an extensive background of audit and consulting experience to CW clients. We have audited local educational agencies (LEAs) throughout California and are familiar with the unique issues relative to school finance, in particular: budgetary constraints, construction accounting, new state program issues, attendance accounting, state funding models, and cash flow management. The team will include:

Christy White, Inc. Personnel Assigned	
Name	Classification
Christy White Brook, CPA, CFE	Concurring Partner
Michael Ash, CPA	Lead Engagement Partner
Sarah Palafox	District Audit Supervisor
Lily Pearson, CPA	Charter Audit Supervisor
Jesus Cardenas	Senior Auditor
Michael Lee	Experienced Staff

RESUMES OF CHRISTY WHITE, INC.’S ASSIGNED AUDIT TEAM

Abridged biographies of all staff members assigned to your audit are shown below, and detailed resumes of key auditors are provided in the appendices.



President, Christy White, CPA, CFE has served hundreds of school districts and charter schools as an auditor, school finance consultant, professional author and trainer.

“Auditing isn’t just about verifying the accuracy of the books, it’s about understanding my client’s educational organization and providing added value service. With great pleasure, I have traveled throughout California and work side-by-side with school business leaders for over 35 years. I love listening and collaborating with my clients on workable solutions to their challenges.”

Christy provides audit and financial consulting in areas of organizational structure, internal controls, school district reorganization, attendance accounting, forensic and fraud audits; in addition to developing and conducting six workshop series throughout the State. Christy received a Best Volunteer Trainer award from the California Society of CPA’s Education Foundation. When not on the audit trail or flying off on a consulting engagement, Christy enjoys time with her husband, daughter, and their very large poodle, Oliver. She loves to travel, music, live theatre and, youth-oriented community service projects through the Rotary Club of San Diego.

CHRISTY WHITE'S STAFFING AND QUALIFICATIONS, CONT'D

RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D



Partner, Michael Ash, CPA, has enjoyed working with clients on auditing and consulting engagements for over twenty years. He has traveled the world auditing with an international CPA firm and a large real estate company; and, now for the past eleven years crisscrosses California making school district audit clients his number one priority. Michael provides audit and financial consulting in the areas of financial statement audits, compliance and single audits, and internal control reviews. He serves as Christy White, Inc.'s Quality

Control partner to ensure each engagement is performed and completed at the highest level of quality.

An alumnus of the University of New Mexico, Michael is an active participant in the California Society of CPA's *School Districts Conference*, serving on the planning committee, acting as co-chair and presenting. When not traveling to Northern California for work, Michael enjoys spending time in San Diego with his wife and daughter. Michael is an avid sports fan.



Director, Sarah Palafox pioneered our Northern California office in the summer of 2012, building the number of clients and adding professional staff steadily ever since then. A San Diego native, Sarah has enjoyed putting roots down in the San Francisco Bay Area and growing Christy White's presence in the region. Sarah specializes in school district and not-for-profit auditing. She is a favorite among our clients due to her warm personality and substantial expertise in LEA audit and accounting.

In addition to auditing, Sarah enjoys presenting and providing training both within the firm and to our clients. Need staff training in ASBs, attendance accounting, or governmental GAAP? Sarah is a terrific presenter and loves to share her knowledge. She recently signed on to train prospective Chief Business Officials in the Association of California School Administrators (ACSA) certificate program, teaching governmental accounting topics.

Sarah holds a bachelor's degree in Business Administration and a minor in Dance from California State University San Marcos. Outside of work hours, she enjoys spending time with her husband, son, and two pups exploring beautiful Sonoma County.



Supervisor Lily Novoa, CPA, has ten years of experience as an accounting professional. Having worked in both public and private roles, she brings invaluable experience to help clients have a smooth audit. As an audit supervisor she leads many projects with Christy White including in-charge auditor on school district, county office of educations, and joint power of authorities. She helps oversee our charter school department and is our nonprofit tax supervisor.

Lily holds a Master of Science in Accounting from Golden Gate University. She is past Board President of San Diego Rotaract and has completed Rotary leadership development training. Outside of work, she enjoys camping throughout California and reading.

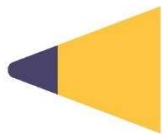
CHRISTY WHITE'S STAFFING AND QUALIFICATIONS, CONT'D

RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D



Senior Accountant, Jesus Cardenas is a first-generation college graduate who graduated in May 2019 from California State University Dominguez Hills with a Bachelor's Degree in Accounting. Working out of the Los Angeles office of Christy White, he has previous experience in governmental and non-profit accounting at Simpson & Simpson LLP and worked on the audit of Los Angeles Unified School District and non-profit organizations. Jesus works in the audits of a wide array of local education agencies and his expertise has allowed him to achieve a well-rounded view of local education agencies in the areas of financial reporting, state, and federal compliance. He has over 2 years of experience in public accounting and leads audit engagements for various local education agencies throughout the state of California.

While Jesus isn't busy working, he enjoys going to the gym and spending time with his family and friends. He also loves traveling to new areas and trying out new restaurants.



**CHRISTY
WHITE**

Staff Accountant, Michael Lee, is a newly employed staff accountant, gaining experience in auditing school districts. Michael is an experienced professional, having worked in the automotive industry for 10 years, before pursuing a career in accounting.

Michael is enjoying every minute he is afforded with the firm, gaining experience and knowledge related to public accounting, and building relationships with colleagues. Michael is eager to learn the fundamentals of his job and progress through his career; his immediate goals outside of day-to-day work is complete educational requirements to sit for and complete the CPA exam.

Outside of his professional responsibilities, Michael is a new father and is committing every ounce of his energy to his wife and daughter, Evelyn Sarang Lee.

Michael graduated from the University of California, Irvine and earned his Bachelor of Arts in English. He later completed a professional certificate through the University of California, San Diego Extension in Accounting. Michael has satisfied the Accounting Subject requirements for the California CPA Exam and is currently finishing the Business Subjects requirement to sit for the CPA Exam.

STAFF TRAINING PROGRAMS

CW's program of staff development includes two full weeks of focused in-house training in the audit of school districts. We also provide opportunities to staff to attend professional training provided by outside providers, such as School Services of California, the California Society of CPAs, and CASBO. A sampling of training programs our staff have attended within the last year include:

Sampling of Recent Training Courses Taken by Staff	Training Provider Organizations
<ul style="list-style-type: none"> • Annual Government Finance Officers Conference • Annual CASBO Conference • January, May and Summer Budget Conferences • School District Conference • Fraud Auditing • Charter School Fiscal Management 	<ul style="list-style-type: none"> • Governmental Finance Officers Association • CASBO • School Services of California, Inc. • California Society of CPAs • Association of Certified Fraud Examiners • Fiscal Crisis Management & Assistance Team (FCMAT)

REFERENCES

LIST OF CALIFORNIA COUNTY OFFICE OF EDUCATION AND SCHOOL DISTRICT AUDITS

CW practices a high standard of auditing and consulting services for Local Education Agencies, including K-12 school districts, charter schools and county offices of education. Below is a sampling of our clients within the last three years:

District Clients

Acalanes Union High School District	Jefferson School District	Piner-Olivet Union School District
Acton-Agua Dulce Unified School District	Kelseyville Unified School District	Pittsburg Unified School District
Albany Unified School District	Kern High School District	Plaza Elementary School District
Alhambra Unified School District	Kernville Union School District	Pleasant Ridge Elementary School District
Anaheim Elementary School District	Knightsen School District	Point Arena Schools District
Bangor Union School District	Konocti Unified School District	Pope Valley Union Elementary School District
Banta Elementary School District	La Mesa-Spring Valley School District	Potter Valley Community Unified School District
Barstow Unified School District	Lafayette School District	Princeton Joint Unified School District
Bellevue Union Elementary School District	Lake Elementary School District	Redondo Beach Unified School District
Black Oak Mine Unified School District	Lammersville School District	Reeds Creek Elementary School District
Bradley School District	Lancaster School District	Richfield Elementary School District
Buena Park Elementary School District	Laytonville Unified School District	Rockford School District
Byron School District	Leggett Valley Unified School District	Round Valley Unified School District
Cajon Valley Union School District	Lemon Grove School District	Saddleback Valley Unified School District
Calistoga Joint Unified School District	Linden Unified School District	San Antonio Unified School District
Capay Joint Union Elementary School District	Loma Prieta Joint Union School District	San Ardo Union School District
Carlsbad Unified School District	Los Molinos Unified School District	San Marcos Unified School District
Carpinteria Unified School District	Lucerne Elementary School District	San Pasqual Union School District
Chicago Park Elementary School District	Magnolia School District	Santa Maria Joint USD
Cinnabar Elementary School District	Magnolia Union School District	Saratoga Union School District
Clear Creek Elementary School District	Manchester Union Elementary	Sausalito Marin City School District
Compton Unified School District	Martinez Unified School District	Scotts Valley Unified School District
Corning Union Elementary School District	Marysville Unified School District	Sebastopol Union School District
Culver City Unified School District	Meadows Union School District	Sequoia Union Elementary School District
Delhi Unified School District	Mendocino Unified School District	Shoreline Unified School District
Dinuba Unified School District	Middletown Unified School District	South Bay Union School District
Dunham School District	Miller Creek School District (formerly Dixie)	South Monterey County Joint Union High School District
East Nicolaus Joint Union High School District	Montebello Unified School District	South Pasadena Unified School District
East Whittier City School District	Monterey Peninsula Unified School District	Springville Union School District
Eastside Union School District	Moraga School District	St. Helena Unified School District
Escalante Unified School District	Mountain View Whisman School District	Stony Creek Joint Unified School District
Escondido Union High School District	Mt. Baldy Joint Union School District	Sundale Union Elementary School District
Flournoy School District	Needles Unified School District	Sylvan School District
Fort Bragg Unified School District	Nevada City Elementary School District	Tamalpais Union High School District
Galt Joint Union Elementary School District	Nevada Joint Union High School District	Twin Ridges Elementary School District
Garden Grove Unified School District	New Hope Elementary School District	Two Rock Union School District
Geyserville Unified School District	New Jerusalem School District	Union Hill Elementary School District
Glendora Unified School District	Newark Unified School District	Valley Center-Pauma Unified School District
Gold Trail Union School District	Novato Unified School District	Walnut Creek School District
Grass Valley Elementary School District	Oak Park Unified School District	Waterford Unified School District
Greenfield Union School District (Monterey County)	Oak View Union Elementary School District	West Contra Costa Unified School District
Grossmont Union High School District	Oakley Union Elementary School District	West Sonoma County Union High School District
Gustine Unified School District	Orinda Union School District	Willits Unified School District
Hamilton Unified School District	Orland Unified School District	Willows Unified School District
Hayward Unified School District	Oroville Union High School District	Wilmar Union School District
Hope School District	Palermo Union School District	Windsor Unified School District
Hot Springs School District	Paso Robles Joint Unified School District	Wiseburn School District
Howell Mountain Elementary School District	Penn Valley Union Elementary School District	Woodlake Unified School District

County Office of Education Clients

Contra Costa County Office Of Education	Marin County Office of Education	San Diego County Office of Education
Glenn County Office of Education	Mendocino County Office of Education	San Joaquin County Office of Education
Lake County Office Of Education	Napa County Office of Education	Tulare County Office of Education
	Nevada County Superintendent of Schools	

REFERENCES, CONT'D

OTHER GOVERNMENTAL AGENCY AUDITS

In addition to K-12 audits, CW conducts audits of Proposition 39 bonds, Proposition 51 State School Facilities Grants, and Joint Powers Authorities. We also audit over 50 nonprofit charter audits annually. Below is a sampling of our other governmental agency audits. All of these audits were conducted within the last three years by our offices in Los Angeles, San Diego, and the San Francisco Bay Area.

Christy White, Inc.'s Charter School Non-Profit Clients			
Charter School Non-Profit	County	Years Audited	# of Schools
AeroSTEM Academy	Sutter	2018-19 through present	1
Academy of Media Arts	Los Angeles	2020-21 through present	1
B.E.S.T. Academy	San Diego	2019-20 through present	1
Bitney Prep High Charter School	Nevada	2020-21 through present	1
Capitol Collegiate Academy	Sacramento	2019-20 through present	1
Clear Passage Educational Center	Los Angeles	2015-16 through present	1
Clovis Global Academy	Fresno	2020-21 through present	1
CORE Butte Charter School	Butte	2017-18 through present	1
CORE Charter School	Yuba	2016-17 through present	1
Compass Charter Schools (3 schools)	Multiple	2012-13 through present	3
Crete Academy	Los Angeles	2017-18 through present	1
Da Vinci RISE High	Los Angeles	2017-18 through present	1
Da Vinci Schools (4 schools)	Los Angeles	2008-09 through present	4
Dual Language Immersion North County	San Diego	2020-21 through present	1
EJE Academies (2 schools)	San Diego	2006-07 through present	2
El Camino Real Charter High School	Los Angeles	2019-20 through present	1
Elevate Elementary School	San Diego	2014-15 through present	1
Empower Charter School	San Diego	2014-15 through present	1
Excelsior Charter School	San Bernardino	2011-12 through present	1
Excelsior Charter School Corona-Norco	Riverside	2018-19 through present	1
Fenton Charter Public Schools (5 schools)	Los Angeles	2019-20 through present	5
Forest Charter School	Nevada	2020-21 through present	1
Granite Mountain Charter School	San Bernardino	2019-20 through present	1
Griffin Technology Academies (4 schools)	Solano	2020-21 through present	4
Hayward Collegiate Charter School	Alameda	2019-20 through present	1
High Tech High (16 schools)	San Diego	2008-09 through present	16
High Tech Los Angeles (2 schools)	Los Angeles	2019-20 through present	2
Howard Gardner Community Charter	San Diego	2012-13 through present	1
Humphreys College Academy of Business, Law & Education	San Joaquin	2012-13 through present	1
International School of Monterey	Monterey	2011-12 through present	1
Kidinnu Academy	San Diego	2019-20 through present	1
Lake County International Charter School	Lake	2016-17 through present	1
Lake View Charter School	Glenn	2019-20 through present	1
Leadership Public Schools (3 schools)	Multiple	2020-21 through present	3
Lennox Math, Science & Technology Academy	Los Angeles	2017-18 through present	1
Los Angeles Academy of Arts & Enterprise	Los Angeles	2013-14 through present	1
Los Angeles College Prep Academy	Los Angeles	2018-19 through present	1
Monarch River Academy	San Joaquin	2019-20 through present	1
New Heights Charter School	Los Angeles	2014-15 through present	1
New School of San Francisco	San Francisco	2019-20 through present	1
Nevada City School of the Arts	Nevada	2018-19 through present	1
Old Town Academy	San Diego	2015-16 through present	1
Orange County Academy of Sciences and Arts (2 schools)	Orange	2018-19 through present	2
Oxford Preparatory Academy (2 schools)	Orange	2016-17 through present	2
Palisades Charter High School	Los Angeles	2018-19 through present	1
PazLo Education Foundation (2 schools)	Los Angeles	2020-21 through present	2
Provisional Accelerated Learning Academy	San Bernardino	2019-20 through present	1
Rising Sun Montessori	El Dorado	2014-15 through present	1
Riverside Preparatory School	San Bernardino	2017-18 through present	1
San Carlos Charter Learning Center	San Mateo	2011-12 through present	1
San Diego Global Vision Academy	San Diego	2020-21 through present	1
Santiago Middle School	Orange	2009-10 through present	1
School for Entrepreneurship & Technology	San Diego	2020-21 through present	1
Sparrow Academy	San Diego	2019-20 through present	1
Sycamore Creek Community Charter School	Orange	2019-20 through present	1
Taylor High Desert Academy/Adelanto	San Bernardino	2019-20 through present	1
Twin Ridges Home Study Charter School	Nevada	2020-21 through present	1
Twin Rivers Charter School	Sutter	2017-18 through present	1
University Preparation School at CSU Channel Islands	Ventura	2016-17 through present	1
Urban Discovery Academy	San Diego	2017-18 through present	1
Village Charter School	Sonoma	2020-21 through present	1
We the People Public Schools	Los Angeles	2020-21 through present	1
Winship Community School	Sutter	2020-21 through present	1
Yuba River Charter School	Nevada	2020-21 through present	1
Yu Ming Charter School	Alameda	2018-19 through present	1
Total # of Charter Schools			99

REFERENCES, CONT'D

OTHER GOVERNMENTAL AGENCY AUDITS, CONT'D

Bond Audit Clients

Albany Unified School District - Measure B Bond	Grossmont Union High School District - SD Facilities 1	Novato Unified School District - Measure G Bond
Albany Unified School District - Measure E Bond	Gustine Unified School District - Measure P Bond	Oak Park Unified School District - Measure S Bond
Albany Unified School District - Measure S Bond	Hayward Unified School District - Measure H	Oakley Union Elementary School District Bond - Measure W
Alhambra Unified School District - Measure AE Bond	Hayward Unified School District - Measure I	Ocean Charter - SFP
Alhambra Unified School District - Measure HS Bond	Hayward Unified School District - Measure L	Oceanside Unified School District - Measure H Bond
Barstow Unified School District - Measure F Bond	Hope School District - Bond	Orinda Union School District - Bond
Bellevue Union Elementary School District - Measure D Bond	Jefferson School District - Bond	Pasadena Unified School District - Bond
Bellevue Union Elementary School District - Measure J Bond	Kelseyville Unified School District - Measure U Bond	Paso Robles Joint Unified School District - Bond
Bellevue Union Elementary School District - Measure C Bond	Kern High School District - Measure K Bond	Piner-Olivet Union School District - Measure L
Buena Park Elementary School District - Measure B Bond	Kern High School District - Measure N Bond	Pittsburg USD Measures L, N & E & Measure S Parcel Tax
Cajon Valley Union School District - Measure EE & Prop C	Kernville Union School District - Measure D/E Bond	Pope Valley Union ESD - Measure A Bond
Calistoga Joint Unified School District - Measure A Bond	Konociti Unified School District - Measure Y Bond	Potter Valley Community Unified School District - Bond
Carlsbad Unified School District - Measure HH	La Mesa-Spring Valley School District - Measure V Bond	Redondo Beach USD Measure Q
Carlsbad Unified School District - Prop P	Lafayette School District - Bond	Round Valley Unified School District - Bond
Carpinteria Unified School District - Measure U Bond	Lammersville School District - Measure L	San Antonio Unified School District - Measure A Bond
Cinnabar Elementary School District - Measure J Bond	Laytonville Unified School District - Measure Q Bond	San Ardo Union School District - Measure N
Colton Joint Unified School District - Measure B & G Bonds	Leadership Public Schools - Measure G1 AUP	Santa Maria Joint USD - Measure 2004C
Compton Unified School District - Measure S Bond	Lemon Grove School District - Bond	Santa Maria Joint USD - Measure H2016
Culver City USD Measure CC	Loma Prieta Joint Union School District - Measure R	Scotts Valley Unified School District - Measure A Bond
Delhi Unified School District - Measure E Bond	Martinez Unified School District - Measure K Bond	Sebastopol Union School District - Bond
Delhi Unified School District - Measure W Bond	Martinez Unified School District - Measure R Bond	Shoreline Unified School District - Measure I
Dinuba Unified School District - Measure T Bond	Marysville Unified School District - Measure P Bond	Solana Beach School District - Measure JJ Bond
East Nicolaus Joint Union High School District - Bond	Mendocino Unified School District - Measure H	South Monterey County JHSD - Measure Q & Measure R
East Whittier City School District - Measure R Bond	Middletown Unified School District - Measure H	South Pasadena Unified School Dist- Measure SP Bond
East Whittier City School District - Measure Z Bond	Miller Creek School District - Measure C Bond	St. Helena Unified School District - Measure B & C Bonds
El Segundo - Measure ES	Montebello Unified School District - Measure EE Bond	Sylvan School District - Measure A Bond
Escalon Unified School District - 2012 Bond	Montebello Unified School District - Measure GS Bond	Waterford Unified School District - Measure K Bond
Galt Joint Union Elementary School District - Bond	Montebello Unified School District - Measure M Bond	West Contra Costa Unified School District - Measure D & E Bond
Garden Grove Unified School District - Measure A Bond	Monterey Peninsula Unified School District - Measure I Bond	West Sonoma County Union High School District - Measure A Bond
Garden Grove Unified School District - Measure P Bond	Monterey Peninsula Unified School District - Measure P Bond	West Sonoma County Union High School District - Measure I Bond
Geyserville Unified School District - Bond	Moraga School District - Measure V Bond	Wilmar Union School District - Measure P Bond
Grass Valley Elementary School District - Bond	Mountain View Whisman School District - Measure G Bond	Windsor Unified School District - Measure B Bond
Grossmont Union High School District - Measure BB Bonds	Mountain View Whisman School District - Measure T Bond	Windsor Unified School District - Measure F Bond
Grossmont Union High School District - Prop U Bonds	Nevada Joint Union High School District - Bond	Yu Ming Charter - Measure G1 AUP
	Newark Unified School District - Measure G Bond	

SFP Audits

Alhambra USD: Granda Elementary Playground	Martinez USD:Alhambra HS 50/61739-00-002
Alhambra USD: Repetto Elementary Playground	Martinez USD:Alhambra HS 50/61739-00-007
Buena Park: Gordon H. Beatty	Mendocino COE: 57/10231-00-001
Buena Park: Arthur F. Corey Elementary	Orland USD: Mill Street Elementary
Calistoga Elementary: 57/66241-00-003	Palos Verdes Peninsula USD:50/64865-00-006
Carlsbad USD: Hope Elementary	Palos Verdes Peninsula USD:57/64865-00-025
Colton USD: 57/67686-00-016	Pittsburg USD: MLK JR High 57/61788-00-009
Colton USD: 57/67686-00-017	Redondo Beach USD: Jefferson 57/75341-00-019
Colton USD: Bloomington HS 58/67686-00-001	Redondo Beach USD: Alta Vista 57/75341-00-020
Colton USD: 57/67686-00-011	Redondo Beach USD: Tulita 57/75341-00-021
Colton USD: 57/67686-00-012	Redondo Beach USD: Beryl 57/75341-00-022
Colton USD: 57/67686-00-013	Rincon Valley Union SD: Whited Elementary
Colton USD: 57/67686-00-014	Saddleback Valley USD: El Toro High School
Colton USD: 57/67686-00-015	San Marcos USD: San Elijo Elementary
Culver City USD:57/64444-00-009	San Marcos USD: San Marcos High (014)
Culver City USD:57/64444-00-010	San Marcos USD: San Marcos High (005)
Dunham Elementary: 57/70672-00-001	Santa Maria Joint USD: Santa Maria High
Escalon USD: 57/68502-00-002	Sylvan Union SD: Sherwood Elementary
Jefferson Elementary 57/68544-00-001	Wilmar Union SD:Wilson Elementary 57/71019-00-002
Lammersville USD:Altamont Elementary Construction	Windsor USD: Windsor High
Martinez USD:Alhambra HS 50/61739-00-008	Wright Elementary SD: Wright Charter

REFERENCES, CONT'D

Client Name	Primary Contact	Telephone	Email Address	Physical Address	County	Enrollment per Ed	Signing CPA	In-Charge Auditor
Albany Unified School District	Jackie Kim, CPA, Chief Business Officer	(510) 558-3750	jakim@ausdk12.org	819 Bancroft Way, Berkeley, CA 94710	Alameda	3,658	Michael Ash, CPA	Valerie McMasters-Shaw
Calistoga Joint Unified School District	Maureen Hester, Director Business Services	(707) 942-4703 Ext. 6890	mhester@calistogajusd.org	1520 Lake Street, Calistoga, California 94515	Napa	849	Michael Ash, CPA	Sarah Palafox
Coming Union Elementary School District	Heather Igarta, Chief Business Officer	(530) 824-7701 Ext. 1258	higarta@cuesd.net	1005 Hoag Street, Coming, CA 96021	Tehama	2,112	Michael Ash, CPA	John Pita
Da Vinci Schools	Matthew Wunder, Chief Executive Officer	(310) 977-5193	mwunder@davincischools.org	201 North Douglas Street, El Segundo, CA 90245	Los Angeles	2,101	Marcy Kearney, CPA	Vanessa Pineda
Excelsior Schools	Alicia Anderson, Chief Operations Officer	(760) 508-1977	aliciaa@excelsior.com	18422 Bear Valley Road, Victorville, CA 92395	San Bernardino	1,281	Christy White Brook, CPA, CFE	Marcy Kearney, CPA
Galt Joint Union Elementary School District	Lois Yount, Superintendent	(209) 744-4545 Ext. 310	lyount@galt.k12.ca.us	1018 C Street, Suite 210, Galt, California 95632	Sacramento	2,184	Michael Ash, CPA	Saif Hannosh
High Tech High	Jackie Chen, Chief Financial Officer	(510) 565-0199	jachen@hightechhigh.org	2861 Womble Road, San Diego, CA 92106	San Diego	578	Christy White Brook, CPA, CFE	Marcy Kearney, CPA
Napa County Office of Education	Josh Schultz, Dept Super	(707) 253-6832	jschultz@napacoe.org	2121 Imola Avenue, Napa, CA 94559	Napa	112	Michael Ash, CPA	Kyle Montgomery, CPA
Pittsburg Unified School District	Pat Mims, Business Manager	(925) 473-2303	pmims@pittsburgusd.net	2000 Railroad Avenue, Pittsburg, Ca 94565	Contra Costa	11,537	Michael Ash, CPA	Kyle Montgomery, CPA
Saratoga Union Elementary School District	Jean Aldrete, Chief Business Officer	(408) 867-3424 Ext. 507	jaldrere@saratogausd.org	20460 Forrest Hills Drive, Saratoga, Ca 95070	Santa Clara	1,817	Michael Ash, CPA	Monique Manzo
South Monterey County Joint Union High School District	Sherrie S. Castellanos, Chief Business Officer	(831) 385-0606 Ext. 4338	scastellanos@smcjuhsd.org	800 Broadway Street, King City, CA 93930	Monterey	2,364	Michael Ash, CPA	John Pita
St. Helena Unified School District	Andrea "Andi" Stubbs, Chief Business Officer	(707) 967-2704	astubbs@sthelenaunified.org	465 Main Street, St. Helena, CA 94574	Napa	1,192	Michael Ash, CPA	Sarah Palafox
Wilmar Union School District & Wilson Elementary School	Jolene Hale, Business Manager	(707) 765-4399	jhale@wilmarusd.org	3775 Bodega Avenue, Petaluma, CA 94952	Sonoma	257	Michael Ash, CPA	Sarah Palafox

CHRISTY WHITE'S APPROACH TO THE AUDITS

UNDERSTANDING OF THE WORK TO BE PERFORMED

The scope of auditing services provided includes the **Annual Financial Statements** of Mendocino County Office of Education and its Sponsored LEAs, a Single Audit under OMB Uniform Grant Guidance, and Compliance with State Audit Requirements for the fiscal years ending June 30, 2022, plus two (2) optional renewal periods through June 30, 2024.

The purpose of the financial and performance audits is to render the following opinions and reports:

Comprehensive Financial Statement Audit

- Auditor's Opinion on the Comprehensive Financial Statements
- Auditor's Report on Internal Controls
- Auditor's Report on State Compliance Requirements
- Auditor's Report on Federal Compliance Requirements
- Supplementary Information
- Auditor's Report on Supplementary Information
- Current Year Findings and Recommendations
- Status Report on Prior-Year's Findings and Recommendations

CW has long taken a risk-based audit approach in our audits of LEAs for audit effectiveness and efficiency. We will perform our **Audit Risk Assessment** to include, at a minimum:

- Overall Internal control structure; precisely controls over electronic data processing systems, cash collections, cash disbursements, maintenance and operations and segregation of duties
- Compliance with Education Code, State Compliance and Federal Compliance (specifically, major programs)
- Capitalization and depreciation of assets, plus construction in progress

For each engagement performed, we conduct a thorough **Understanding of Internal Control Systems**, assess control risk, and suggest improvements to our clients. CW is well versed in the Risk-based Assessment Standards and will incorporate these requirements into our audit programs.

Areas of **Internal Control** typically evaluated for our school district clients include:

- Cash receipting (e.g., transportation fees, facilities use fees, childcare program fees, adult school fees, developer fees, donations, federal and state remittances)
- Purchasing, warehousing, and accounts payable
- Personnel requisitions/terminations and payroll processing
- Cafeteria: meal tracking, reimbursements, sales, purchasing, inventory
- Associated Student Body Accounts: cash receipt and disbursements, student store inventory
- Construction accounting: bid procedures, change orders, project accounting
- Information systems security and backup

CHRISTY WHITE'S APPROACH TO THE AUDITS, CONT'D

UNDERSTANDING OF THE WORK TO BE PERFORMED, CONT'D

OUR APPROACH TO FRAUD RISK AND TESTING

CW plans audit procedures to ensure that the financial statements and compliance areas are materially free of errors and irregularities (i.e., fraud). In doing this, we consider the audit risk of each significant transaction and group of transactions and design tests to ensure the transactions are free of material errors and irregularities. Our procedures meet the fraud risk and testing requirements of the clarified Statements on Auditing Standards (SAS).

If fraud is suspected or detected in the preparation of financial statements or the misappropriation of assets, CW is experienced to bring the matter to the attention of the appropriate level in the organization. You can then take prompt action and prevent further instances from occurring as quickly as possible. We are also skilled in fraud investigations should the need arise.

MANAGEMENT DISCUSSIONS AND LETTERS

Christy White, Inc. (CW) believes the purpose of a quality audit is to provide management with feedback on the effectiveness of the internal control structure, including the data processing systems. We will report all reportable conditions and discuss potential audit findings, observed good fiscal practices, and then recommend ways to enhance the overall effectiveness and efficiency of the organization as a whole.

We will issue our final management letter after thoroughly discussing each finding with management and incorporating the district's response. The audit findings will meet *Government Auditing Standards* and standards established by the State Controller's Office.

PLANNING AND EXIT CONFERENCE MEETINGS

CW works closely with district management at multiple stages during the audit cycle. We will organize both group and one-on-one video meetings with individuals such as the Assistant Superintendent of Business, the Director of Fiscal Services, the Superintendent, and a governing board representative.

- **Audit Planning Meeting:** During our planning phase, we discuss our proposed audit timelines, deliverables, and ask for input on areas deemed "new or high risk."
- **Interim Progress Report:** Mid-cycle, we provide a progress report and discuss preliminary audit results and reportable conditions based on work performed during our internal audit stage. At this juncture, we also report back on corrective actions taken by the district on prior year findings.
- **Exit Conferences:** After fieldwork, both interim and year-end, we will meet with the business manager to discuss the results of our audit work and preliminary findings, if any. We do not want you to experience "audit surprises." Timely communication is the key to a surprise free audit.
- **Review of Draft Audit Reports:** Upon the conclusion of the audit, we meet with the committee to review the draft, our findings, and district management's response.

We are also available to meet with you on an ad hoc basis if an issue or question arises.

CHRISTY WHITE'S APPROACH TO THE AUDITS, CONT'D

GENERAL AUDITING APPROACH

By following the professional standards prescribed by **Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards**, we are confident that we are meeting our professional standards for the industry. We will conduct the audit to meet procedures required of:

- K-12 Audit Guide, as published by the State Controller's Office
- *Government Auditing Standards*, including *Performance Audit Standards* for the bond audit
- OMB Uniform Grant Guidance and the Compliance Supplements
- Other guides as required by the federal and state agencies

Being a leading CPA firm in the LEA industry, we have experience working with State, and Federal agencies in the development of the K-12 audit guide, client resolution of findings, researching laws and regulations and aiding on sensitive client situations further elaborate on our **Audit Project Plan**, below are the five stages of the audit process

SIX STAGE AUDIT PLAN

Stage 1 – Planning and Assessment

Stage 2 – Sites Testing (Attendance and ASB Site Visits)

Stage 3 – Test of Controls, Data Processing Review, State Compliance, Federal Compliance

Stage 4 – Year-end fieldwork, Financial Statement Substantive Testing

Stage 5 – GASB 34 Entries, Reporting, and Follow-Up

Stage 6 – Audit Committee or Governing Board Presentation

Stage 1 – Planning and Assessment

We will conduct a video conference call meeting with District personnel to discuss our plan to commence the audit. We hold entrance conference(s) with representatives from the Board, Superintendent, Business/Finance office, and other department heads to discuss risk, concerns, expectations, and audit protocol. Our planning activities include:

- Reviewing and updating our understanding of the County Office of Education and its Sponsored LEAs
- Identification of critical audit areas, plus changes to Federal and State Compliance
- Performing preliminary risk assessments
- Establishing an audit timeline
- Compiling data request lists
- Establishing agreed-upon deadlines

CHRISTY WHITE’S APPROACH TO THE AUDITS, CONT’D

GENERAL AUDITING APPROACH, CONT’D

Stage 1 – Planning and Assessment, Cont’d

CW plans audit procedures to ensure that the financial statements and compliance areas are materially free of errors and irregularities (i.e., fraud). In doing this, we consider the audit risk of each significant account (e.g., cash, capital assets, accounts payable and debt) and transaction group (e.g., payroll, cash disbursements, and cash receipts). Typical areas of audit risk in a school district environment include, but are not limited to:

Typical Areas of Audit Risk in a School District Environment
Federal and state compliance
Procurement and accounts payable
Cash collections and billings
Student body funds
Construction programs
Inventories and Capital Assets

Upon assessing audit risk, we then design audit tests to meet the overall objective that the financial statements and compliance areas are free of material errors and irregularities, under the clarified Statements on Auditing Standards (SAS).

Stage 2 – Sites Testing (Attendance and ASB Site Visits)

We will select a representative sample of school sites to test attendance, as required by the K-12 audit guide (i.e., 20% or more). We will make inquiries and perform representative sample tests of associated student body accounting procedures. During this stage, we will need to meet with the Attendance/Office Clerk and ASB bookkeepers for the sites selected. We will work with the County Office of Education and its Sponsored LEAs to schedule workable dates and times.

Stage 3 & 4– Test of Controls, State Compliance, Federal Compliance & Year-end fieldwork, Financial Statement Substantive Testing

CW will gain an understanding of the internal control structure of the County Office of Education and its Sponsored LEAs for financial accounting and compliance over federal and state programs. As required in a Single Audit, we will test controls to achieve a low level of control risk over major federal programs. We also evaluate electronic data, including general and application controls over financial reporting and compliance with laws and regulations.

We develop our substantive testing by utilizing the results of our internal control testing and risk assessments. As in all stages of the audit, we will be in communication with the County Office of Education and its Sponsored LEAs to permit timely resolution of any issues found. We will hold an exit conference with the County Office of Education and its Sponsored LEAs to summarize the results of our fieldwork and review significant findings.

CHRISTY WHITE’S APPROACH TO THE AUDITS, CONT’D

GENERAL AUDITING APPROACH, CONT’D

Stage 3 & 4– Test of Controls, State Compliance, Federal Compliance & Year-end fieldwork, Financial Statement Substantive Testing

State Compliance Areas Typically Applicable to School Districts
Attendance
Teacher certification and misassignments
Independent study
Instructional materials
Gann limit calculations
School accountability report card
Juvenile court schools
Transportation maintenance of effort
School safety plan
Education protection account funds
Unduplicated LCFF pupil counts
LCAP

Typical Federal Major Programs in School Districts
Head Start cluster
Child nutrition and SNAP programs
Special education programs
Health and human services grants
CARES Act funding
21st Century Community learning centers
Transitions partnership programs
Title 1 Migrant education
Title 1 Basic grants and delinquent programs
Title III English language learners
Forest reserve and impact aid

Stage 5 – GASB 34 Entries, Reporting, and Follow-Up

CW will prepare the GASB 34 entries and GASB 75 OPEB (if applicable) and GASB 68 Net Pension Liability calculations. Reports to management will include written reports, and discussions will be held with management and the Audit and Finance Committee.

Stage 6 – Audit Committee or Governing Board Presentation

We are available, at no extra charge, to discuss and present the audit results to your audit committee or governing board in a video conference call setting. In-person meetings are subject to health advisories and would be billed as travel costs.

CHRISTY WHITE'S APPROACH TO THE AUDITS, CONT'D

GENERAL AUDITING APPROACH, CONT'D

YEAR-ROUND GASB STATEMENT IMPLEMENTATION AND ON-GOING ASSISTANCE

The partners at CW are thoroughly knowledgeable about GASB standards. CW has assisted all of our school district audit clients, *without extra charges*, with GASB implementation and on an on-going basis by, for example:

- **GASB 34, Financial Reporting:**
 - Providing training on GASB 34 state software
 - Providing training on conversion entries and GASB 34 reports
 - Consulting on the management of fixed assets and depreciation schedules
 - Providing sample Management Discussion and Analysis reports
- **GASB 54, Fund Balance Reporting and Gov't Fund Types**
 - Training on new terminology for fund balance components
 - Advising on what to do with funds that no longer meet the definition of "special revenue" such as Fund #14, Deferred Maintenance, and Fund #17, Special Reserve for Other Than Capital Outlay
- **GASB 68, Accounting for Pensions**
 - Training of CBOs at numerous county office meetings across the State
 - Advising on implementation dates and actuarial reporting periods
 - Assistant with the fund balance restatement, conversion entries, and financial statement reporting
- **GASB 74, Financial Reporting of Other Postemployment Benefits**
 - Training of CBOs at numerous county office meetings across the State
 - Advising on implementation dates and actuarial reporting periods
 - Assistant with the fund balance restatement, conversion entries, and financial statement reporting
- **GASB 84, Fiduciary Activities**
 - Advising on how student body funds reporting in the County Office of Education and its Sponsored LEAs' financial statements
 - Assistance in financial reporting changes
- **GASB 87, Leases (Effective Fiscal Year 2021-22)**
 - Consulting on changes in accounting for leases
 - Support in financial reporting changes

CHRISTY WHITE'S APPROACH TO THE AUDITS, CONT'D

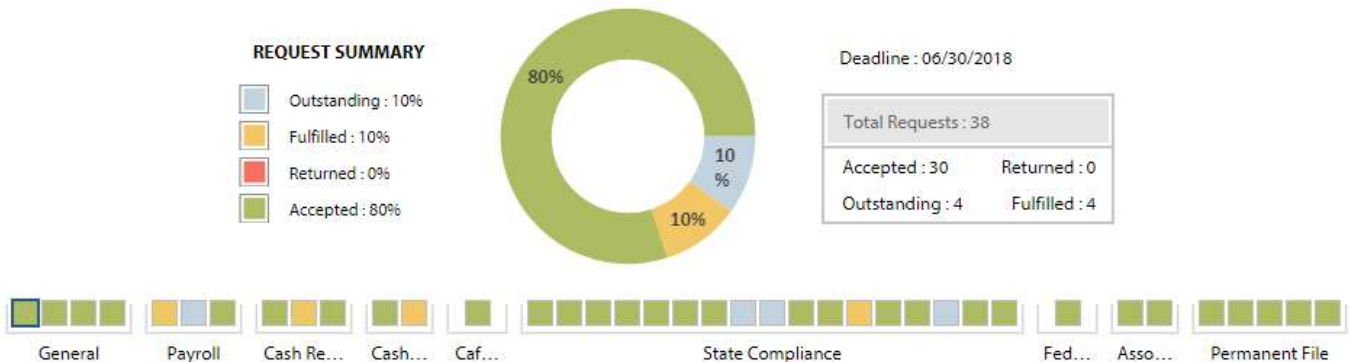
LEVEL AND NATURE OF SUPPORT REQUIRED

We conduct our audit primarily through off-site remote auditing. This is both by necessity given the current pandemic and by design to keep the audit efficient and the costs reasonable. We utilize video conference calls for meetings with our clients. We are entirely paperless and have a client portal for ease of document transmission. There will be dedicated time scheduled for interim and year-end audit work even as we work on your audit in a remote setting. We ask that the accounting staff be generally available to answer questions and pull sampled documents throughout the scheduled audit.

SECURED PORTAL TO UPLOAD YOUR RECORDS WITH EASE

Christy White, Inc. uses a secure portal for seamless document-request coordination. Using the portal means all our requests are in one place, accessible by everyone assigned, and updated in real-time. Some of the key elements are summarized below:

- **Portal Dashboard:** The dashboard provides a real-time snapshot of the audit progress by indicating the number of outstanding, fulfilled, returned, and accepted items in a color-coded and easy to understand interface
- **Security:** Our portal boasts state of the art security in which all data is stored and transferred with AES 256-bit encryption and servers are housed in SSAE16 Type II SOC1, SOC2 data centers with daily fail-safe backups
- **Drag and Drop Functionality:** To upload documents to the portal, drag and drop the file(s) from your computer to the requested item in the portal at which time the status will be automatically changed from outstanding to fulfilled
- **Email Notifications:** Receive summary email notifications based on your timing preference (ex. daily, weekly, morning, afternoon, etc.), which provides activity updates for the engagement (ex. when files are uploaded/downloaded, or the status of an item has been changed)



CHRISTY WHITE’S APPROACH TO THE AUDITS, CONT’D

SCHEDULE OF AUDIT WORK

The following is an estimate of the audit work to be conducted each month. The final schedule would be arranged based on the planning meeting that CW holds with you and your stakeholders.

Month	Proposed Work	Percentage of Work Done
February - March	Audit planning, video conference meetings with management and governing board representative	2%
February - April	Attendance and ASB testing	15%
April - June	Tests of internal controls, state and federal compliance testing	30%
September- Early October	Year-end fieldwork	40%
Second Week of November or Earlier	Reports drafted and reviewed with the client. To be finalized by the first week of December	12%
January	Audit Committee or Governing Board presentation (optional)	0.50%
December - January	Federal clearinghouse reports prepared and filed	0.50%
Total		100%

Before each phase of the audit, we will discuss with you the upcoming work, provide weekly progress reports, and conduct an exit conference. The exit conference will provide you with the preliminary results of the recent work, recommendations, and list any outstanding audit items.

A detailed work plan of estimated hours by significant audit area is shown:

COST OF SERVICES

Fixed Fee and Free Advisory Services

The proposed fees are fixed for the scope described and are on a “not to exceed” basis as follows. Our maximum fees show below are all-inclusive of all costs, including essential travel. We do not bill for advisory services that are related to the audit or an application of accounting standards. We encourage our clients to contact us at any time year-round for free advice on general finance and accounting issues.

Billing

After each major work segment, we bill for the work completed and retain 10% of the contract fee pending final approval of your audit by the State Controller’s Office.

COST OF SERVICES, CONT'D

The proposed audit fees for each respective entity are as follows:

Fort Bragg Unified School District Annual District Audit - Proposed Fees

Classification	2020-21	Estimated Hours	2021-22	Optional Renewal Periods	
	Billing Rates			2022-23	2023-24
Partner	\$ 250	8	\$ 2,000	\$ 2,100	\$ 2,205
Director/Manager	\$ 185	16	2,960	3,108	3,263
Senior	\$ 135	60	8,100	8,505	8,930
Staff	\$ 110	80	8,800	9,240	9,702
Clerical Assistant	\$ 75	6	450	473	496
District Total		170	\$ 22,310	\$ 23,426	\$ 24,597
Less: Discount			(2,310)	(2,426)	(2,597)
Total Professional Fees - Multi Year*			\$ 20,000	\$ 21,000	\$ 22,000

* Includes all expenses

Mendocino Unified School District Annual Independent Audit - Proposed Fees

Classification	2020-21	Estimated Hours	2021-22	Optional Renewal Periods	
	Billing Rates			2022-23	2023-24
Partner	\$ 250	6	\$ 1,500	\$ 1,575	\$ 1,654
Director/Manager	\$ 185	16	2,960	3,108	3,263
Senior	\$ 135	50	6,750	7,088	7,442
Staff	\$ 110	50	5,500	5,775	6,064
Clerical Assistant	\$ 75	6	450	473	497
District Total		128	\$ 17,160	\$ 18,019	\$ 18,920
Less: Discount			(1,660)	(2,019)	(2,420)
Total Professional Fees - Multi Year*			\$ 15,500	\$ 16,000	\$ 16,500

* Includes all expenses

Measure H Bond Financial and Performance Audit - Proposed Fees

Classification	2020-21	Estimated Hours	2021-22	Optional Renewal Periods	
	Billing Rates			2022-23	2023-24
Partner	\$ 250	2	\$ 500	\$ 525	\$ 551
Director/Manager	\$ 185	2	370	389	408
Senior	\$ 135	12	1,620	1,701	1,786
Staff	\$ 110	16	1,760	1,848	1,940
Clerical Assistant	\$ 75	4	300	315	331
Bond Total		36	\$ 4,550	\$ 4,778	\$ 5,016
Less: Discount			(550)	(778)	(1,016)
Total Professional Fees - Multi Year*			\$ 4,000	\$ 4,000	\$ 4,000

* Includes all expenses

COST OF SERVICES, CONT'D

The proposed audit fees for each respective entity are as follows:

Leggett Valley Unified School District Annual District Audit - Proposed Fees

Classification	2020-21	Estimated Hours	2021-22	Optional Renewal Periods	
	Billing Rates			2022-23	2023-24
Partner	\$ 250	4	\$ 1,000	\$ 1,050	\$ 1,103
Director/Manager	\$ 185	4	740	777	816
Senior	\$ 135	40	5,400	5,670	5,954
Staff	\$ 110	40	4,400	4,620	4,851
Clerical Assistant	\$ 75	4	300	315	331
<i>District Total</i>		92	\$ 11,840	\$ 12,432	\$ 13,054
Less: Discount			(1,340)	(1,432)	(1,554)
Total Professional Fees - Multi Year*			\$ 10,500	\$ 11,000	\$ 11,500

* Includes all expenses

Potter Valley Community Unified School District Annual District Audit - Proposed Fees

Classification	2020-21	Estimated Hours	2021-22	Optional Renewal Periods	
	Billing Rates			2022-23	2023-24
Partner	\$ 250	4	\$ 1,000	\$ 1,050	\$ 1,103
Director/Manager	\$ 185	6	1,110	1,166	1,224
Senior	\$ 135	44	5,940	6,237	6,549
Staff	\$ 110	50	5,500	5,775	6,064
Clerical Assistant	\$ 75	4	300	315	331
<i>District Total</i>		108	\$ 13,850	\$ 14,543	\$ 15,270
Less: Discount			(1,350)	(1,543)	(1,770)
Total Professional Fees - Multi Year*			\$ 12,500	\$ 13,000	\$ 13,500

* Includes all expenses

COST OF SERVICES, CONT'D

The proposed audit fees for each respective entity are as follows:

Charter Academy of the Redwoods

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 230	4	\$ 920	\$ 956	\$ 994
Director	160	16	2,560	2,661	2,767
Supervisor	135	30	4,050	4,212	4,380
Staff	110	45	4,950	5,148	5,353
Clerical Assistant	65	5	325	338	351
		<u>100</u>			
Audit Fees			12,805	13,315	13,845
Less Courtesy Discount (10%)			(1,280)	(1,335)	(1,385)
Total Audit Fees*			\$ 11,525	\$ 11,980	\$ 12,460
Optional Tax Preparation**			1,500	1,500	1,500
Total Professional Fees			\$ 13,025	\$ 13,480	\$ 13,960

Tree of Life Charter School

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 230	4	\$ 920	\$ 956	\$ 994
Director	160	8	1,280	1,331	1,384
Supervisor	135	20	2,700	2,808	2,921
Staff	110	24	2,640	2,745	2,855
Clerical Assistant	65	4	260	270	281
		<u>60</u>			
Audit Fees			7,800	8,110	8,435
Less Continuing Client Discount			(1,400)	(1,400)	(1,400)
Total Audit Fees*			\$ 6,400	\$ 6,710	\$ 7,035
Optional Tax Preparation**			1,400	1,400	1,400
Total Professional Fees			\$ 7,800	\$ 8,110	\$ 8,435

COST OF SERVICES, CONT'D

The proposed audit fees for each respective entity are as follows:

La Vida Charter School

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 230	4	\$ 920	\$ 957	\$ 995
Director	160	8	1,280	1,331	1,384
Supervisor	135	22	2,970	3,089	3,212
Staff	110	22	2,420	2,517	2,617
Clerical Assistant	65	4	260	271	282
		<u>60</u>			
Audit Fees			7,850	8,165	8,490
Less Courtesy Discount (10%)			(785)	(815)	(850)
Total Audit Fees*			\$ 7,065	\$ 7,350	\$ 7,640
Optional Tax Preparation**			1,500	1,500	1,500
Total Professional Fees			\$ 8,565	\$ 8,850	\$ 9,140

Three Rivers Charter School

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 230	4	\$ 920	\$ 957	\$ 995
Director	160	8	1,280	1,332	1,385
Supervisor	135	14	1,890	1,966	2,044
Staff	110	35	3,850	4,004	4,164
Clerical Assistant	65	4	260	271	282
		<u>65</u>			
Audit Fees			8,200	8,530	8,870
Less Continuing Client Discount			(1,400)	(1,400)	(1,400)
Total Audit Fees*			\$ 6,800	\$ 7,130	\$ 7,470
Optional Tax Preparation**			1,400	1,400	1,400
Total Professional Fees			\$ 8,200	\$ 8,530	\$ 8,870

COST OF SERVICES, CONT'D

The proposed audit fees for each respective entity are as follows:

Shanel Valley Academy

<u>Classification</u>	<u>Billing Rates</u>	<u>Estimated Hours</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Partner	\$ 230	4	\$ 920	\$ 957	\$ 995
Director	160	8	1,280	1,332	1,385
Supervisor	135	14	1,890	1,966	2,044
Staff	110	35	3,850	4,004	4,164
Clerical Assistant	65	4	260	271	282
		<u>65</u>			
Audit Fees			8,200	8,530	8,870
Less Courtesy Discount (10%)			<u>(820)</u>	<u>(850)</u>	<u>(890)</u>
Total Audit Fees*			<u>\$ 7,380</u>	<u>\$ 7,680</u>	<u>\$ 7,980</u>
Optional Tax Preparation**			<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total Professional Fees			<u>\$ 8,880</u>	<u>\$ 9,180</u>	<u>\$ 9,480</u>

*If a Federal Single Audit under OMB Uniform Guidance (UG) becomes applicable during any given year, an additional \$4,500 will be added to the annual audit fee. A Federal Single Audit under OMB UG is applicable in any given year that the Organization expends more than \$750,000 in Federal funds.

**Fees noted for preparation of tax returns include Federal IRS Form 990 and related schedules, California Form 199. If these are not the appropriate forms or if any additional Federal or State forms are necessary, this fee may be modified based on the client tax compliance needs (i.e. Form 990-T for reporting of taxable income).

ADDITIONAL INFORMATION REGARDING CHRISTY WHITE, INC.'S SERVICES

A Full-Service K-12 Audit and Consulting Firm

We are always available without extra charge to field technical questions. In addition to our exemplary auditing services, we provide a full range of services to the K-12 community. Christy White and our firm partners are here to help should a specialized audit or business advisory need arise. Here are some recent examples of how we have helped our LEA clients!

- ✚ Conducted a **fraud investigation** over missing high school ASB funds that led to the conviction of the perpetrator!
- ✚ Performed an **in-depth forensic audit of a large charter** school's finances, as part of their district renewal process
- ✚ Prepared an **attendance accounting manual** for approval by the California Department of Education. A related **Digital Signature Audit** of teachers' online attendance resulted in savings of countless hours and costs of printing and manual signature gathering from teachers.
- ✚ **Trained ASB staff** and updated the district's ASB accounting manual that now standardizes procedures district-wide.
- ✚ Conducted an **efficiency study** to look at the duties and organization of the business department staff. Reallocation of district resources to address understaffing in essential functions resulted.
- ✚ Assisted districts achieve **Fiscal Independence** from their county offices of education. The school districts were able to drop tedious and duplicative tasks over reconciling between two general ledger systems, and warrant processing was made more efficient.
- ✚ Conducted an **internal risk assessment** of school district control structures to identify areas for in-depth audit projects. This assessment covered all business and operations departments.
- ✚ Provided accounting assistance in the **drafting of financial statements and preparation of GASB 34 entries**, plus help with bond refinancing entries as part of our audit services. We provided these services at "no extra costs" to audit clients.
- ✚ Conducted school district **unification and territory transfer feasibility studies**. A specialty area of CW President Christy White, she has conducted dozens of these studies on behalf of County Committee on School District Organization throughout the State.
- ✚ Reviewed in-depth the **bond program expenditures** spanning multiple years and projects, and assuring the district's community that the bond funds were properly spent.
- ✚ Conducted **Proposition 51 School Facilities Program audits**, a new requirement starting in 2019.

Audit Report Submission Record

Christy White, Inc. has among the highest initial report acceptance rates compared to other CPA Firms, with 100% of reports ultimately approved. Rarely is a report submitted after the December 15th due date and then only with notification and approval by the district/charter's county office of education.

- ✓ In 2019-20, for example, two clients requested an extension due to extraordinary circumstances related to their operations. The school district extensions were granted, and the audit reports were submitted within the approved extension periods.

ADDITIONAL INFORMATION REGARDING CHRISTY WHITE, INC.'S SERVICES, CONT'D

Our Client Commitment

The partners at Christy White, Inc. (CW) are committed to maintaining an active role in all aspects of the audit. We understand how frustrating it can be to deal with someone that doesn't understand your business and will take every measure to prevent that from occurring.

Our staff is highly trained to understand your unique business, and they are instructed to consult with the partners on all aspects of the audit. We believe in a consistent approach to the audit, so we try as much as possible to keep an auditing team together. The team includes two partners, a director, a supervisor, and experienced support staff. Your audit team will have a thorough understanding of your school district's individual needs.

CW audits governmental entities year-round. Our staff receives a minimum of 80 hours of continuing education annually in governmental accounting and auditing. We have the capacity to meet all of the County Office of Education and its Sponsored LEAs' deadlines and would encourage you to ask our references about their experience.

Client Testimonials

"Working with Christy White, Inc., the past few years has been an extremely beneficial experience. SJCOE is charged with the responsible use and accountability of public funds, and Christy White, Inc.'s commitment to providing us with guidance and solutions has ensured that our office lives up to our stakeholders' expectations." – Aaron Heinz, Accounting Coordinator

"Oceanside Unified has had an excellent relationship with Christy White & Associates for years...the staff are all great to work with!" – Tammy Patten, Accountant Fiscal Services

"We have been very satisfied with the audit and professional services provided by Christy White & Associates. The audit work is well planned and staffed with experienced and courteous professionals. I especially appreciate the annual K12 audit guide update that they present to the school district business officials in our county." - Bill Clark, Associate Superintendent, Business and Administrative Services, Contra Costa County Office of Education.

Mission: Christy White, Inc.'s promise to our clients is a **worthwhile business relationship** with responsive, trustworthy advisors and timely delivery of quality assurance, accounting, and consulting services.

Values: To carry out our Mission of providing **high-quality customer care with professional integrity**, Christy White, Inc. follows these guiding principles:

- Provide clients with timely response and cost-conscious service
- Preserve integrity via highly-skilled, well-trained staff and a commitment to the ethical practices and standards of our profession
- Deliver unparalleled quality by focusing on the client need

ASSURANCES

Christy White, Inc. (CW) is a professional accountancy corporation, incorporated in the State of California. CW is licensed by the State Board of Accountancy, as Christy White Associates, Inc. We are a majority women-owned firm. The California State Controller's Office CPA Directory lists Christy White as an eligible CPA firm that conducts LEA audits.

- ✓ CW meets the **independence standards** of the most recent edition of the GOA *Government Auditing Standards*
- ✓ CW is an **equal opportunity employer**. We do not discriminate based on race, ethnicity, age, or religion. We comply with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.
- ✓ CW has **errors and omissions insurance** and will indemnify and hold harmless the County Office of Education and its Sponsored LEAs from and against all losses and claims in the execution of our work or the consequences of any negligence or carelessness on our part. We are also fully insured with workers' compensation. See appendix for insurance certificates.
- ✓ CW **provides all labor, materials, transportation, and services** for the work described and specified in our proposal.
- ✓ CW agrees to **offer our bid for a period of sixty (60) days** after opening.
- ✓ **No bill or claim for extra work** or materials shall be allowed or paid unless the doing of such extra work or the furnishing of such extra materials shall have been authorized in writing by the County Office of Education and its Sponsored LEAs.
- ✓ CW shall **indemnify and hold harmless the County Office of Education and its Sponsored LEAs** from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments, of every nature and description brought or recovered by it, by reason of any act or omission, of the said proposer, his agents or employees, in the execution of the work or consequences of any negligence or carelessness regarding the same.

CW understands that the primary purpose of the audit as specified herein is to express an opinion on the financial statements that such an audit is subject to the inherent risk that errors or fraud may not be detected. If conditions are discovered which lead to the belief that material errors or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the County Office of Education and its Sponsored LEAs. No extended services will be performed unless they are authorized by the County Office of Education and its Sponsored LEAs and the agreement covering the work to be done has been amended to reflect such extended services.

CW certifies that in accordance with auditing standards and other applicable guidelines and regulations, we will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts.

CW has a standing record of performing quality audits. Our clients and the State Controller's Office have accepted all of our audit reports. Additionally, we have not and are not involved in litigation, or any investigation by a state, federal, or professional agency.

SIGNATURE PAGE

Christy White, Inc. respectfully submits the enclosed proposal for auditing services to Mendocino County Office of Education. We look forward to the opportunity to work with the Mendocino County Office of Education. Please do not hesitate to contact us with any questions or to arrange an interview. Thank you!

Name of Accounting Firm: Christy White Inc.

Authorized By: Michael Ash

Name: Michael Ash, CPA
Title: Partner
Date: February 24, 2022



APPENDICES



QUALITY CONTROL PEER REVIEW OPINION

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

February 26, 2021

To Christy White Associates, Inc. and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Christy White Associates, Inc. (the firm) in effect for the year ended December 31, 2019. 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.

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 Christy White Associates, Inc. in effect for the year ended December 31, 2019, 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*. Christy White Associates, Inc. has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



www.gbacpa.com

1375 Exposition Boulevard, Suite 230
Sacramento, CA 95815
916/922-5109 FAX 916/641-5200

P.O. Box 223096
Princeville, HI 96722
888/769-7323



INSURANCE CERTIFICATES



**CAMICO MUTUAL INSURANCE COMPANY
DECLARATIONS**

ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY

Policy Number: CAL108463-11

Effective Date: 08/01/2021 at 12:01 A.M. Standard time at the address shown below
Expiration Date: 08/01/2022 at 12:01 A.M. Standard time at the address shown below
Retroactive Date: 08/01/2010

Item 1 - Named Insured: Christy White Associates

Item 2 - Business Address: 348 Olive St
San Diego, CA 92103

Item 3 - Limits of Liability: \$1,000,000 Per Claim
\$3,000,000 Policy Aggregate

Item 4 - Deductibles: \$10,000 Per Claim Deductible

Item 5 - Total Premium: \$36,348

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

- PL-1000-A 07/14 Accountants Professional Liability Insurance Policy
- PL-2001-A (CA) 07/14 State Endorsement - California
- PL-1007-A 07/14 Exclusion - Claims Following Insureds Suit for Fees
- PL-1034-A 07/14 Excluded Entities
- PL-1049-A 07/2014 Privacy and Client Network Damage Endorsement
- PL-1052-A 06/18 100K Cyber CPA Endorsement
- PL-1056-A 06/16 Multiple Claims and Related Acts, Errors and Omissions Amendment

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

CAMICO Mutual Insurance Company

Authorized Representative



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/25/2021

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).

PRODUCER PAYCHEX INSURANCE AGENCY INC 150 SAWGRASS DR ROCHESTER, NY 14620 (877) 362-6785	CONTACT NAME: PHONE (A/C, No, Ext): (877) 362-6785 FAX (A/C, No): (877) 677-0447 E-MAIL ADDRESS: paychex@travelers.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA
INSURED CHRISTY WHITE ACCOUNTANCY 348 OLIVE ST SAN DIEGO, CA 92103	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER: 277586640551732** **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												
<input type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$												
<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$												
<input type="checkbox"/>	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$												
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB-3N212888-21	08/15/2021	08/15/2022	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> PER STATUTE</td> <td style="width: 5%;"></td> <td style="width: 45%;"><input type="checkbox"/> OTHER</td> </tr> <tr> <td colspan="3">E.L. EACH ACCIDENT \$ 1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE - EA EMPLOYEE \$ 1,000,000</td> </tr> <tr> <td colspan="3">E.L. DISEASE - POLICY LIMIT \$ 1,000,000</td> </tr> </table>	<input checked="" type="checkbox"/> PER STATUTE		<input type="checkbox"/> OTHER	E.L. EACH ACCIDENT \$ 1,000,000			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000			E.L. DISEASE - POLICY LIMIT \$ 1,000,000		
<input checked="" type="checkbox"/> PER STATUTE		<input type="checkbox"/> OTHER																	
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 CHRISTY WHITE ACCOUNTANCY 348 OLIVE ST SAN DIEGO, CA 92103	CANCELLATION 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
---	--

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/21/2021

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.

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.

Table with 2 main columns: PRODUCER (Fusco & Orsini Insurance Services, Inc.) and CONTACT INFORMATION (PHONE: (858) 384-1506, FAX: (800) 209-9298, E-MAIL ADDRESS: service@foagency.com). Includes INSURER(S) AFFORDING COVERAGE (AMCO Ins. Co.) and NAIC # (19100).

COVERAGES

CERTIFICATE NUMBER:

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.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

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


CERTIFICATE HOLDER

CANCELLATION

Table with 2 columns: CERTIFICATE HOLDER (Verification of Coverage) and CANCELLATION (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 signature).



BUSINESS LICENSES

<small>STATE OF CALIFORNIA</small> dca <small>DEPARTMENT OF CONSUMER AFFAIRS</small>	 Renewal Permit	CALIFORNIA BOARD OF ACCOUNTANCY 2450 VENTURE OAKS WAY, SUITE 300 SACRAMENTO, CA 95833 TELEPHONE: (916) 263-3680 FACSIMILE: (916) 263-3672
PERMIT NO. COR 6499 RECEIPT NO. 00328480	ACCOUNTANCY CORPORATION	VALID UNTIL JULY 31, 2022
CHRISTY WHITE, ASSOCIATES, A 348 OLIVE STREET SAN DIEGO CA 92103		In accordance with the provisions of Chapter 1, Division 3 of the Business and Professions Code, the firm named hereon is duly registered and entitled to practice as a Corporation.
06/30/20 06/30/20	----- POST IN PUBLIC VIEW -----	WABCOR 04/12/17



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

Entity Name: CHRISTY WHITE, A PROFESSIONAL ACCOUNTANCY CORPORATION
File Number: C3298217
Registration Date: 06/22/2010
Entity Type: DOMESTIC STOCK CORPORATION
Jurisdiction: CALIFORNIA
Status: ACTIVE (GOOD STANDING)

As of September 30, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of October 1, 2021.

SHIRLEY N. WEBER, Ph.D.
Secretary of State

Certificate Verification Number: YKXVJXR

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at bebizfile.sos.ca.gov/certification/index.



DETAILED STAFF RESUMES OF KEY AUDITORS



MICHAEL ASH, CPA

Audit Partner

Audit and Review Services

Mr. Ash has twenty-three years of audit experience starting in 1998 with Arthur Andersen, an international CPA firm. Mr. Ash also worked for Meyners + Company, a local Albuquerque, New Mexico firm, progressed to Internal Audit Manager at Hines Interests Limited Partnership, an international real estate company, and is now an audit partner at CWA in San Diego. Mr. Ash has been engaged on several types of audits including:

- Financial statement audits
- Compliance and single audits
- Internal control reviews
- Fraud audits

Mr. Ash has worked on clients in a variety of industries, including school districts, non-profit organizations, financial institutions, healthcare, manufacturing, and real estate.

Continuing Education and Associations

Mr. Ash regularly attends governmental and not-for-profit accounting and auditing conferences, including speaking at and working on the planning committee for the CalCPA School Districts' Conference. He is also a leader of CWA's in-house training sessions for audit staff members.

Education

Mr. Ash is a graduate of the University of New Mexico. He earned his Bachelor's Degree in Business Administration with a concentration in Accounting in 1998 and became a CPA in 2004.



SARAH PALAFOX

Director

Audit and Review Services

Ms. Palafox has over twelve years of audit experience starting as a staff accountant in the fall of 2009 with Nigro Nigro & White, PC CPA firm, then a senior accountant for Christy White Associates (CWA) in San Diego and is now a director for CWA in Northern California. Her experience from working on a wide variety of school agency audits has provided her with a strong understanding of local educational agencies in the areas of accounts payable, cash, categorical programs, attendance accounting, associated student body accounting, payroll, long term debt, federal and state compliance, capital assets and others. She is knowledgeable in California Education Code and California School Accounting Manual. Ms. Palafox has been engaged on several types of audits including:

- Financial statement audits
- Compliance audits
- Special audits, including attendance
- Internal control reviews

Ms. Palafox has worked on clients in a variety of industries, including County Offices of Education, multiple School Districts, First 5 Commissions and non-profit organizations.

Ms. Palafox also has a leading role in staff recruiting and training. She enjoys public speaking and provides specialized training presentations for her clients, including Associated Student Body and Attendance staff trainings. In addition to her experience on audit engagements, Ms. Palafox relocated to the San Francisco Bay area to open the Northern California Office for Christy White Associates in 2012.

Continuing Education and Associations

Ms. Palafox attends governmental and not-for-profit accounting and auditing conferences including the CASBO Annual Conference. She is a participant in CWA's in-house training sessions for audit staff members.

Education

Ms. Palafox is a graduate of California State University San Marcos in May 2009. At California State University San Marcos, she earned a Bachelor of Science Degree in Business Administration as well as a minor in Dance.



LILY NOVOA, CPA

Supervisor

Audit and Review Services

Mrs. Novoa is an audit supervisor at Christy White Associates in San Diego with experience in public accounting and the education sector. As a certified public accountant, she demonstrates a strong understanding of generally accepted accounting principles and auditing standards. She is well versed in California State Compliance, Federal Single audits, payroll, attendance and various other areas. She has knowledge of California Education Code and OMB Circulars for Federal Compliance. Mrs. Novoa has been engaged on several types of audits including but not limited to:

- Financial Statement Audits
- Compliance Audits
- Not-For-Profit Audits

Continuing Education and Associations

Mrs. Novoa is a member of the California Society of CPAs and is a participant in Christy White Associates' in-house training sessions for audit staff members.

Education

Mrs. Novoa received her Master of Science Degree in Accounting from Golden Gate University and her Bachelor of Science Degree in Business Administration with an emphasis in accounting from Humboldt State University. At Humboldt State University, Mrs. Novoa graduated Magna Cum Laude and was recognized as both a Presidential Scholar and the College of Professional Studies Exemplary Student.



JESUS CARDENAS

Senior Accountant

Mr. Cardenas is a senior accountant at Christy White Associates in Los Angeles with previous experience in governmental and non-profit accounting at Simpson & Simpson LLP. During his tenure at Simpson & Simpson LLP, he worked on the audit of Los Angeles Unified School District. He has worked with various governmental and non-profit entities with a main emphasis in local education agencies. He is well versed in the California School Accounting Manual and has adequate knowledge of the California Education Code, OMB Circulars for Federal Compliance, Public Contract Code, CUPCCA, and of Generally Accepted Accounting Principles and Auditing Standards. Mr. Cardenas has been engaged on several types of audits including but not limited to:

- Financial Statement Audits
- Internal Control Reviews
- State Compliance Audits
- Attendance Audits
- Federal Uniform Guidance Audits
- School District Audits
- County Offices of Education Audits
- Bond Audits
- Charter School Audits
- Non-Profit Audits

Mr. Cardenas has worked on a variety of clients including, School Districts, County Offices of Education, Charter Schools, and Non-Profit Organizations. He has over 2 years of experience in public accounting and leads audit engagements for various local education agencies throughout the state of California. His experience has allowed him to achieve a well-rounded view of local education agencies in the areas of financial reporting, state, and federal compliance.

Continuing Education

Mr. Cardenas is currently studying for his CPA exams in order to obtain his CPA license in the future. He takes Continuing Professional Education courses throughout the year to help him maintain his competency and skill sets as a provider of professional services.

Education

Mr. Cardenas is a graduate of California State University Dominguez Hills where he earned a Bachelor of Science Degree in Business Administration with a concentration in accounting. He was an active member of the Accounting Society on campus during his enrollment. He was also a volunteer in the Volunteer Income Tax Assistance Program at his university and prepared income tax returns for low income taxpayers around the community.



SAMPLE CONTRACT

January 13, 2022

Governing Board and Management

District Name

Address

Address

We are pleased to confirm our understanding of the services we are to provide District Name for the fiscal year ending June 30, 2022, with the option to renew for fiscal years ending June 30, 2023, and 2024.

Audit Scope

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of District Name as of and for the fiscal years ending June 30, 2022, 2023 and 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District Name's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District Name's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in OPEB Liability and Related Ratios
4. Schedules of District's Proportionate Share of Net Pension Liability
5. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies District Name's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards (if Uniform Guidance applies*).
2. Other schedules and/or information as required by the State Controller's Office.

**A Federal Single Audit under Uniform Guidance is applicable in any year that District Name expends more than \$750,000 in Federal funds.*

Audit Objectives

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), if applicable.

Auditor's Responsibilities

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance (if applicable), and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Audit Procedures – Internal Controls

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance (if applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District Name's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

When applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of District Name 's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on District Name 's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of District Name in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and complete-ness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable); (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, when required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance (if applicable). You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance (if applicable); (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance (if applicable); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of District Name. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If issued, the Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide an electronic and up to NUMBER copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. We will file the report with the Office of the State Controller, California Department of Education, and the County Office of Education by the published deadline. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

[Name of Engagement Partner] is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
District Audit Fees	\$ -	\$ -	\$ -
Single Audit Fees*	-	-	-
Total Maximum Audit Fees	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*Single Audit Fees apply any year the District expends more than \$750,000 in Federal Funds.

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the District Name during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing and/or planning, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2022 and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2024 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the District Name and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Partner Name, CPA
Title
Christy White, Inc

RESPONSE:
This letter correctly sets forth the understanding of District Name.

Signature

Title

Date