



May 7, 2024

Lee County, Illinois
County Board Chair
112 E. Second Street
Dixon, IL 61021

The purpose of this letter is to provide fee proposals for the audit services for the years ended November 30, 2024, 2025 and 2026. Our fees, like those of other professional service firms, are based on the actual time spent by our staff on behalf of the Lee County and Lee County Circuit Clerk and are measured by standard hourly rates. These rates are based upon the experience levels of professionals assigned to your engagement.

Our fee estimates are based to a large extent on the quality, timeliness, and accuracy of the work papers and records that you and your staff prepare. We will prepare a detailed list of expected work papers which you will need to prepare before beginning the audits. The following are our proposed fees for the upcoming years which includes a market adjustment in the CPA profession:

Service	FY 2024
County Audit -	
Financial Statement Audit*	\$47,500
Single Audit – includes testing of two major programs	10,000
Circuit Clerk Audit -	
Financial Statement Audit	\$8,000
ETSB Audit -	
Financial Statement Audit	\$8,000
Jail Commissary Audit -	
Compliance Examination	\$5,000

**Our fee includes the following services: Audit of basic financial statements, cash to accrual conversion, annual depreciation, lease, and SBITA maintenance, CYEFR, and Comptroller report preparation.*

Our fee does not include implementation of new GASB standards.

The fee for the Circuit Clerk assumes the County will not report on the Schedule of Accountabilities.

We anticipate a change in audit scope starting with FY2025 due to the establishment of the Reagan Mass Transit District with the activity not being included thereon.

Service	FY 2025	FY 2026
County Audit -		
Financial Statement Audit*	\$45,000	\$48,150
Single Audit (each major program), if needed	7,350	7,750
Circuit Clerk Audit -		
Financial Statement Audit	\$8,500	\$9,000
ETSB Audit -		
Financial Statement Audit	\$8,500	\$9,000
Jail Commissary Audit -		
Compliance Examination	\$5,500	\$6,000

*Our fee includes the following services: Audit of basic financial statements, cash to accrual conversion, annual depreciation maintenance, CYEFR, and Comptroller report preparation.

The fee for the Circuit Clerk assumes the County will not report on the Schedule of Accountabilities.

Our fee estimate represents an increase based on the average amount of actual time spent over the past 3 years and is based on conducting a “normal” audit of the accounting records of the County. It also presumes work paper preparation and other assistance from your staff, will be provided as needed. We will coordinate this work with the key members of management. The above fee would not apply to additional work required by regulatory agencies, changes in professional accounting standards, or similar unforeseen circumstances such as significant changes to the County’s state and federal grants. Should we encounter circumstances that would affect this fee, that were not in existence at the time this proposal was written, we would discuss the circumstance with you before proceeding.

In addition, the quote shall contain a maximum fee for the fiscal year in accordance with the detailed description of services required. Audit firms have the flexibility to propose whatever method of compensation that would be to the best mutual benefit of the County and the audit firm. An equitable adjustment in the proposed fee shall be negotiated if the costs or the time required for the performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the County or provisions to the effect that in the event disclosures in the audit indicate extraordinary circumstances which warrant more intensive and detailed services, the firm shall provide all pertinent facts relative to the extraordinary circumstances together with the firm’s estimate of the cost of additional services to the County.

If you agree with the terms of this proposal, please sign below. For each of the respective audit years noted above, we will also submit an arrangement letter for your approval. If you have questions regarding our services, please feel free to contact Matt Schueler or Josh Faivre at 815-626-1277, or by email to mschueler@wipfli.com or jfaivre@wipfli.com.

Sincerely,

Wipfli LLP

Wipfli LLP

RESPONSE:

This letter correctly sets forth the understanding of Lee County, Illinois.

County Official

Date