

# BRYANT L. JOLLEY

CERTIFIED PUBLIC ACCOUNTANTS

Bryant L. Jolley C.P.A.  
Ryan P. Jolley C.P.A.  
Darryl L. Smith C.P.A.  
Jaribu Nelson C.P.A.  
Lan T. Kimoto  
Jeffrey M. Schill

September 18, 2019

Marissa Trejo  
City of Coalinga  
155 W. Durian  
Coalinga, CA 93210

Dear Ms. Trejo:

The purpose of this letter is to confirm my engagement with the City of Coalinga to provide Financial Accounting/Consulting services described below and to set forth the nature, scope and terms of the engagement. These services will consist principally of the following:

## Review of General Ledger

I will review the general ledger accounts to ensure they are reconciled and that supporting documentation reflects the balances in the general ledger. I will provide to City Staff adjusting or correcting journal entries to be reviewed, approved, and posted by the City of Coalinga's staff.

I will not assume management responsibilities on behalf of the City of Coalinga.

The City of Coalinga's responsibilities are as follows:

The City of Coalinga agrees to perform the following responsibilities in connection with my provision of audit preparation services:

- Assume all management responsibilities, including determining account codings and approving all proposed journal entries.
- Assign a staff member to oversee the services and evaluate the adequacy and results of the services.
- Accept responsibility for the results of bookkeeping, including journal entries, general ledger, and trial balance.

My responsibilities and limitations of the engagement are as follows:

- I will perform the services in accordance with applicable professional standards.
- This engagement is limited to audit preparation services previously outlined. I reserve the right to not do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities.

## Other Items

I will directly support the in-house accounting department in day-to-day accounting functions and their utilization of the accounting software for financial accounting input. I will assist the City of Coalinga in preparing for and completing the annual audit of the City's financial statements for the year ended June 30, 2019. I will not audit or provide an opinion as to the correctness of the financial records. I will also

assist in the preparation of all documents required to prepare the state controller's reports required by the State of California.

#### Fees

Fees for the accounting services will be \$150 an hour for professional staff and \$175 an hour for Ryan Jolley. We expect the total fees to not exceed \$30,000.

Fees will be billed on a monthly basis and will be payable upon presentation. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 60 days, I will stop all work until your account is brought current, or withdraw from this engagement. City of Coalinga acknowledges and agrees that I am not required to continue work in the event of the City's failure to pay on a timely basis for services rendered as required by this engagement letter. City of Coalinga further acknowledges and agrees that in the event I stop work or withdraw from this engagement as a result of the City's failure to pay on a timely basis for services rendered as required by this engagement letter, I shall not be liable to the City of Coalinga for any damages that occur as a result of my ceasing to render services.

#### Other Obligations of Parties

The City is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The City is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

None of the accounting services rendered can be relied on to disclose errors, fraud or illegal acts that may exist. However, I will inform the City of any material errors and of any evidence or information that comes to my attention during the performance of the contracted services that fraud may have occurred. In addition, I will report to the City any evidence or information that comes to my attention during the performance of my services regarding illegal acts that may have occurred, unless they are clearly inconsequential. I have no responsibility to identify and communicate the deficiencies in the City's internal control as part of this engagement.

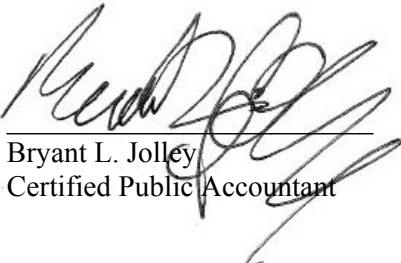
#### Termination

Both parties shall have the right to terminate the services of this agreement at any time or for any reason upon 5 calendar days written notice. In the event this Agreement is terminated by the City, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect, and Consultant shall have no other claim against the City by reason of such termination, including, but not limited to, any claim for compensation.

Please review this letter carefully. If any provisions are unclear, please call me and let's discuss them. If this letter meets your approval, please acknowledge your understanding of its terms by signing and dating the enclosed copy.

We appreciate your confidence in selecting Bryant L. Jolley, CPA to represent you. We look forward to working with you.

Sincerely,



Bryant L. Jolley  
Certified Public Accountant

Acknowledgement:

We have received the original of this letter agreement and understand and agree to its terms.

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Marissa Trejo, City Manager  
City of Coalinga

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Date