



February 26, 2025

Members of the Board of Trustees
Town of Cortland
PO Box 519
Cortland, Illinois 60112

We are pleased to confirm our acceptance and understanding of the services we will provide for the Town of Cortland for the fiscal years ending April 30, 2025 through April 30, 2028. It is our understanding that Lauterbach & Amen, LLP will prepare the GASB 74/75 Actuarial Valuation, under the Alternative Measurement Method, for the Town.

You agree to assume all management responsibilities for the actuarial services we provide; you will oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; you will evaluate the adequacy and results of the services and will accept responsibility for them.

Lauterbach & Amen, LLP does not assume any management responsibilities for the Town. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Costs for our services are as follows:

	Fiscal Year Ended 04/30/2025	Fiscal Year Ended 04/30/2026	Fiscal Year Ended 04/30/2027	Fiscal Year Ended 04/30/2028
Annual Actuarial Reports				
• Preparation of GASB 74/75 Actuarial Valuation*	\$3,370	\$1,730	\$3,650	\$1,880
• Preparation of Audit Friendly Exhibits	Included	Included	Included	Included
• Attendance at Meetings	Included	Included	Included	Included
Total Annual Actuarial Reports	\$3,370	\$1,730	\$3,650	\$1,880

*All GASB 74/75 reporting will follow a biennial reporting cycle and for all fiscal year ends where a full-valuation is not required, we will prepare financial statement entries based on a limited actuarial report. The limited actuarial report will not require updating of participant or medical information but will be run at the most recently available discount rate required by the GASB 74/75 standards. If, for any reason, the Town or auditors require a full-valuation vs. the limited actuarial report, updating of all participant and medical information will be required and the fee for a full valuation will be charged.

Out of Scope Services:

Out of scope services will be billed on a time and charges basis. The hourly rate for out of scope services is \$275 per hour. We will provide an estimate of costs for any out of scope services when the service is requested and the scope is defined. You will not be charged any additional costs under this section unless written approval, including email confirmation, is provided ahead of time.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Either party may terminate our engagement at any time for any reason upon thirty (30) days written notice to the other. Subcontracting will be disclosed to the Town's Board of Trustees prior to beginning work. This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

We appreciate the opportunity to be of service to the Town of Cortland 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 indicate your acceptance by signing below and returning it to us.

Cordially,

Lauterbach & Amen, LLP

Lauterbach & Amen, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Town of Cortland:

Accepted by: _____

Title: _____