



October 9, 2025

ADDENDUM 1 to engagement letter dated April 18, 2025

Refined scope of work tasks for Phases 2 and 3

(Additions are highlighted in red.)

Phase 2 (Information Gathering)


- 1) Client provides access to all available information requested by PM.
- 2) Obtain the Client's written policies and procedures related to our scope of services.
- 3) Obtain/extract data from the Client's accounting software.
- 4) Obtain a list of credit card holders/users.
- 5) Obtain bank and credit card statements (if possible, directly from the financial institution via web-access or direct communication with institution representatives).
- 6) Obtain a list of authorized signers for the bank accounts during the scope period.
- 7) Obtain board meeting minutes and packets.
- 8) Obtain a list of grants received by the City during the scope period.
- 9) Obtain an understanding of the City's process for renting the City Center, parks, conference rooms, etc.

Phase 3 (Risk-Based Analysis)

- 10) Perform data analytics to identify transaction anomalies. Example analytics are detailed in our proposal. As part of our analytical process, we may perform background research using publicly available records and Thomson Reuters CLEAR.
- 11) Trace anomalous transactions identified to supporting documentation.
- 12) On a judgmentally selected basis, verify that expense reimbursements and credit card purchases have applicable supporting documentation.
- 13) Verify grant compliance on a judgmentally selected sample basis.
- 14) Trace a judgmentally selected sample of events from the City's calendar to rental agreements and deposits recorded in the general ledger.

The scope period of fiscal years 2022, 2023 and 2024 and the other phases listed in our engagement letter remain unchanged.

Accepted and Agreed:

Signed by:

 F24F300D1E034C9...
 David Dreyer, Esq.

10/23/2025

 Date

Signed by:

 8A6E8B1B506740C...
 Dr. Donya Sartor, Mayor

10/10/2025

 Date



October 1, 2025

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(Additions are highlighted in red.)

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- 11) Trace anomalous transactions identified to supporting documentation.
- 12) On a judgmentally selected basis, verify that expense reimbursements and credit card purchases have applicable supporting documentation.
- 13) Verify grant compliance on a judgmentally selected sample basis.
- 14) Trace a judgmentally selected sample of events from the City’s calendar to rental agreements and deposits recorded in the general ledger.
- 15) Determine whether the City was reimbursed for insurance premiums it paid on behalf of unauthorized personnel, per its policy.

The scope period of fiscal years 2022, 2023 and 2024 and the other phases listed in our engagement letter remain unchanged.

Accepted and Agreed:

David Dreyer, Esq.

Date

Dr. Donya Sartor, Mayor

Date

Certificate Of Completion

Envelope Id: E739267C-8145-4342-9367-0D77843C1098

Status: Sent

Subject: Complete with Docusign: Addendum to Engagement Letter.docx

Source Envelope:

Document Pages: 1

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Envelope Originator:

Certificate Pages: 5

Initials: 0

Sophie Frederick

AutoNav: Enabled

3000 Town Center

Envelopeld Stamping: Enabled

Suite 100

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SOUTHFIELD, MI 48075-1102

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Signer Events

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David Dreyer

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david@dreyerfirm.com

Security Level: Email, Account Authentication
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Donya Sartor

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dsartor@jonesboroga.gov

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Security Level: Email, Account Authentication
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Electronic Record and Signature Disclosure:
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ID: aa9b4f97-e82e-493f-9291-1cf5465e2ec3

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Chris Hartsel

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Chris.Hartsel@plantemoran.com

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Eric Conforti

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Eric.Conforti@plantemoran.com

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Carbon Copy Events	Status	Timestamp
Michelle McHale michelle.mchale@plantemoran.com Partner Plante & Moran, PLLC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/1/2025 2:19:15 PM
Sherrell Wilson sherrell.wilson@plantemoran.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/1/2025 2:19:14 PM
Sophie Frederick Sophie.Frederick@plantemoran.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/1/2025 2:19:15 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/1/2025 2:19:15 PM
Certified Delivered	Security Checked	10/8/2025 7:35:27 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

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