

Exhibit A
Detail Scope of Services Village of Lake Orion
September 10, 2026

1. Coordinate with auditors for completion of 2026 audit
2. Maintain bank reconciliations
3. Support staff in general ledger entries
4. Review general ledger for accuracy
5. Support financial statement and treasurer report preparation
6. Assist with budget preparation as needed.
7. Other support as requested by Village Manager

WoodHill will:

1. Perform remote work to meet timelines needed by the Village.
2. Work on site once a week as needed at the discretion of the Village Manager.

The Village will provide:

1. Access Network files to review and access financial support documents as needed.
2. Office space when on-site.
3. Administrator level access to BS&A modules needed for performance of tasks.

WoodHill will assign experienced team members to the village who will be able to step in and maintain the identified accounting processes seamlessly.

The partner overseeing the project, Colleen M. Coogan, CPA brings 40 years of experience in multiple locations and focuses on increasing efficiency and effectiveness to accounting, treasury and financial processes.

WoodHill's hourly rate is \$250 for partner oversight/\$225 project manager/\$200 to \$100 for other staff support.

WoodHill proposes a monthly budget of \$5,500 with detailed monthly reports noting actual time worked and actions taken.