

July 31, 2025

Leah Juarez, Mayor
City of Mills, Wyoming
P.O. Box 789
Mills, WY 82644

Dear Ms. Juarez:

You have requested that we prepare the financial statements of the City of Mills, Wyoming which comprise

- the statement of net position as of June 30, 2025, and the related statement of activities for the year then ended,
- the balance sheet-governmental fund as of June 30, 2025, and the related statement of revenues, expenditures and changes in fund balance-governmental fund for the year then ended,
- the statement of net position - proprietary fund as of June 30, 2025 and the related statement of revenues, expenses and changes in fund net position – proprietary fund and cash flows – proprietary fund for the year then ended,
- the related notes to the financial statements,
- the schedule of changes in net pension liability and related ratios, schedule of pension contributions, schedule of revenues, expenditures and changes in fund balance – general fund, and the schedule of expenditures of federal awards.

We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.



MAIL: PO Box 2750
Casper, WY 82602-2750



PHONE: (307) 265-4311
FAX: (307) 265-5180



LOCATION: 600 East 1st Street
Casper, WY 82601

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. If for any reason, we are unable to complete the engagement, we will communicate the circumstances to you.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of the accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- c. The prevention and detection of fraud.
- d. To ensure that the entity complies with the laws and regulations applicable to its activities.
- e. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- f. To provide us with:
 - i. Access to all information of which you are aware that is relevant to the preparation and presentation of the financial statements, such as records, documentation, and other matters;
 - ii. Additional information that may be requested for the purpose of the preparation of the financial statements; and
 - iii. Unrestricted access to persons within City of Mills of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

As part of our engagement we will also:

- Assistance in preparation of the City and Town Financial Report: F-66
- Assistance in preparing schedules for the annual audit
- Assistance in preparing the financial statements, including management's discussion and analysis
- Assistance in preparing the Schedule of Expenditures of Federal Awards
- Propose adjusting or correcting journal entries to be reviewed and approved by City of Mills management
- General Accounting and Advisory Assistance

With respect to any nonattest services we perform:

- We will not assume management responsibilities on behalf of the City of Mills. However, we will provide advice and recommendations to assist management of the City of Mills in performing its responsibilities.
- City of Mills management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. Our responsibilities and limitations of the engagement are as follows:
 - We will perform the services in accordance with applicable professional standards.
 - This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Timing of the Engagement

The term of this engagement is a period from August 1, 2025 through March 31, 2026. PMCH may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Professional Fees

Our professional fee for the services outlined above will be based upon the number of hours required by the staff assigned to complete the engagement, which is estimated to be:

Procedure	Price
Assistance in preparation of City and Town Financial Report: F-66	\$4,500
Preparation of annual audit schedules	\$28,000
Preparation of financial statements, including management's discussion and analysis	\$15,000
Preparation of Schedule of Expenditures of Federal Awards – up to 20 hours	\$5,500
General accounting and advisory assistance	\$300/hour

The fees are based upon the complexity of the work to be performed, and our professional time, as well as out-of-pocket expenses. In addition, this fee depends upon the timely delivery, availability, quality and

completeness of the information you provide to us. You agree that you will deliver all records requested and respond to all inquiries made by our staff to complete this engagement on a timely basis.

Should you require financial statements for third-party use, we would be pleased to discuss with you the requested level of service. Such engagement would be considered separate and not deemed to be part of the services described in this engagement letter.

You agree to release, indemnify, defend, and hold us harmless from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

We will be pleased to discuss this letter with you at any time. If you request us to perform additional services not contemplated or described in this engagement letter, we will provide you with a separate agreement describing those additional services and fees.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein, and our respective responsibilities.

Very truly yours,

Porter, Muirhead, Cornia & Howard

Porter, Muirhead, Cornia & Howard

Certified Public Accountants

ACCEPTED:

Leah Juarez, Mayor

Date