

Honorable Mayor,  
City Commissioners and City Manager  
City of Mission  
1201 East 8<sup>th</sup> Ste. R101  
Mission, Texas 78572

RE: Audit for year ending September 30, 2023

This letter constitutes an addendum to our original letter dated September 1, 2023. The purpose of this letter is to outline the nonaudit services we will provide and fees related to these services.

### **Other Services**

We will assist in the preparation of financial statements, not including the Introductory Section, Management's Discussion and Analysis, and the Statistical Section, of the City of Mission, Texas ("City") in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist with the implementation of GASB Statement No. 96, Subscription-Based Information Technology Arrangements and GASB Statement No. 87, Leases, government-wide entries as needed. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, subscription-based information technology arrangements and leases as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, subscription-based information technology arrangements and leases, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, implementation of GASB Statement No. 96, Subscription-Based Information Technology Arrangements and GASB Statement No. 87, Leases, government-wide entries and that you have reviewed and approved the financial statements, implementation of GASB Statement No. 96, Subscription-Based Information Technology Arrangements and GASB Statement No. 87, Leases, government-wide entries, prior to the issuance of the financial statements and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Our fee is based on the time required by the individuals assigned to the engagement plus direct expenses. Individual hourly rates vary according to degree of responsibility involved and skill required. Our estimated fee for the services described above are as follows:

- Assistance with preparation of financial statements of the City (Annual Comprehensive Financial Report excluding Introductory Section, MD&A, and Statistical Section) – \$18,750
- Assistance with GASB 96 and 87 - \$125 per each leased asset agreement or subscription arrangement for which assistance is requested.

Interim billings will be submitted as work progresses and as expenses are incurred.

All the terms of our original engagement letter apply to this addendum. If you agree with the terms of our addendum as described in this letter, please sign below and return to us.

Sincerely,

*Carr, Rigg & Ingram, L.L.C.*

RESPONSE:

This letter correctly sets forth the understanding of City of Mission, Texas.

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Management Signature

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Title

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Governance Signature

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Title