



MASTER COPY

Submitted by FORVIS, LLP

TECHNICAL PROPOSAL FOR

City of Norman

REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

RFP #2223-64

Contact

Partner S. Joel Haaser, CPA

Two Leadership Square South Tower, 211 North Robinson Avenue, Suite 600

Oklahoma City, OK 73102

Phone: 918.584.2900

Table of Contents

iii. Transmittal Letter 1

Executive Summary 2

The FORVIS Value 2

Proposed Services for the City of Norman 3

The FORVIS Difference 3

iv. Detailed Proposal 4

2. Independence 4

3. License to Practice in Oklahoma 4

4. Firm Qualifications & Experience 5

5. Partner, Supervisory & Staff Qualifications & Experience 7

6. Prior Engagements with the City of Norman 11

7. Similar Engagements With Other Government Entities 12

8. Specific Audit Approach 12

9. Identification of Anticipated Potential Audit Problems 22

10. Report Format 23

v. Executed Copies 24

Appendix 33

AICPA Peer Review Letter 34

BKD Peer Review Report 35

Continuing Professional Education 36

About FORVIS 45

Our acceptance of this engagement is subject to completion of our normal client acceptance procedures. Upon acceptance, the actual terms of our engagement will be documented in a separate letter to be signed by you and us. The information provided in this proposal is intended for informational purposes only, and may not be copied, used, or modified, in whole or in part, without FORVIS' prior written approval. All information in this proposal is as of November 1, 2022, including projected statistics for FORVIS, unless otherwise noted.



Two Leadership Square South Tower, 211 North Robinson Avenue, Suite 600 / Oklahoma City, OK 73102

P 405.606.2580 / F 405.600.9799

forvis.com

iii. Transmittal Letter

May 19, 2023

Mr. Anthony Francisco
Director of Finance
City of Norman
225 North Webster
Norman, OK 73069

Dear Mr. Francisco:

The City of Norman is no stranger to the complex challenges that come with serving the public. Aging infrastructure, constant regulatory updates, and budgetary constraints are just a few of the issues the City of Norman has to address as you work to satisfy demand for your services and citizen needs. Navigating this environment can be difficult without a professional services firm with extensive public sector experience to continue providing helpful guidance and tools you require. We believe with our history of service to the City of Norman, extensive Governmental Accounting Standards Board (GASB) involvement, and Annual Comprehensive Financial Report (ACFR) experience, as well as the other qualifications described throughout this proposal, make **FORVIS** the right choice to continue helping the City of Norman as you look to the future.

We understand the City of Norman has requested information and a fee quote for a Financial Statement Audit in Accordance with *Government Auditing Standards*, including Assistance Preparing the ACFR; a Compliance Audit in Accordance with Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance) and the U.S. Department of Housing and Urban Development (HUD); a Compilation Report for State Auditor and Inspector Form SA&I 2643; and Agreed-Upon Procedures for the City of Norman's Transit System for the years ending June 30, 2023, 2024, 2025, 2026, and 2027, and we are committed to proceed and perform the work according to your timeline.

FORVIS, a new firm combining two established track records of focused accounting and advisory experience, can provide the City of Norman with the industry-specific insight and knowledge you deserve. At FORVIS, we have a client-centered service approach and commitment to industry specialization. Our professionals choose the industry they work in and have a passion for it. Your proposed engagement team has experience serving municipalities, many of which are comparable in size to the City of Norman, so you can be confident we understand the complexities of the public sector and stay apprised of industry trends to better serve the City of Norman.

The City of Norman is an important client. We believe our proposal will help you continue to select our firm for efficient and objective services delivered by experienced professionals. This proposal is a firm and irrevocable offer for 90 days from the date on this letter. For questions you may have about this proposal, you may reach me at 918.584.2900 or joel.haaser@forvis.com.

Respectfully Presented,

FORVIS, LLP

S. Joel Haaser, CPA
Partner

Executive Summary

Forward Vision Drives Our Unmatched Client Experiences™

The City of Norman strives to meet the needs of those in your community amid various challenges. Keeping up with regulatory change, properly implementing GASB pronouncements, identifying ways to better serve the public, and demonstrating transparency and accountability are all important. With so many different items needing attention, continuing to have knowledgeable advisors by your side to provide guidance and high-quality service can help the City of Norman continue to have the confidence you need to tackle those issues. As you may know, **FORVIS** works with hundreds of public sector entities across the country, which means our advisors have the experience needed to assist the City of Norman as you navigate your operating environment, demonstrate sound fiscal stewardship, and plan for what's ahead.

The FORVIS Value

The City of Norman's choice of an advisor is important. Beyond completing your requested services on time, our goal is to provide the City of Norman with the technical knowledge and industry intelligence you expect from an experienced team that is focused on your needs both today and tomorrow. While FORVIS is a new name in the marketplace, we bring an established history of performance helping similar clients see improvements to operations, processes, and financial outcomes. With a perspective you can continue to trust from FORVIS, the City of Norman can be confident you are connected to the tools and services you need to thrive and receiving significant value through year-round thought leadership, best practice recommendations, and proactive ideas.

In addition, as evidenced by our recognition in the **INSIDE Public Accounting** 2022 IPA Best of the Best list, FORVIS offers value through a strong, reputable network of support and resources. Our national coverage benefits our clients, our people, and the market of the future as we focus on our commitment to deliver Unmatched Client Experiences.



Proposed Services for the City of Norman

The City of Norman has requested information and a fee quote for the following professional services:

- Financial Statement Audit in Accordance with *Government Auditing Standards*, including Assistance Preparing the Annual Comprehensive Financial Report (ACFR)
- Compliance Audit in Accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance)
- Compilation Report for State Auditor and Inspector Form SA&I 2643
- Agreed-Upon Procedures for the City of Norman's Transit System

Please see the Specific Audit Approach section for a detailed explanations of our service approaches.

The FORVIS Difference

Being a top 10 public accounting firm matters, but what sets us apart is our commitment to client service and a forward-thinking mindset focused on innovation. We prioritize investing in new technologies to help clients navigate public sector developments, and we foster a dynamic culture of leadership and professional development. This means the City of Norman can continue to work with an industry-focused team driven by our forward vision to help you succeed today while helping the City of Norman prepare for the future.

Here's what sets us apart:

- We understand the City of Norman's operations from our history of working together.
- Our professional involvement with GASB Government Finance Officers Association (GFOA) and extensive experience with the ACFR.
- FORVIS proudly encourages and promotes diversity and an inclusive workplace. With innovative strategies for recruiting, as well as an ongoing focus on the development and implementation of internal inclusion programs, we are committed to identifying opportunities that help each individual to thrive.
- With the urgency of changing environmental, social, and governance (ESG) requirements and the expectation your organization is prepared for what comes next, our experienced advisors are ready to offer the insights and education you may need to enhance and inform your ESG strategy. Start with our ESG and climate risk **FORsights™** at forvis.com/forsights.
- With a forward vision that drives our Unmatched Client Experiences, FORVIS is driven by a commitment to anticipate what's ahead so that our clients are ready to thrive when it arrives.

iv. Detailed Proposal

For your convenience, we have structured our proposal according to the requirements in your RFP. We believe our proposal will demonstrate our qualifications to serve the City of Norman.

INFORMATION CONTAINED IN FORVIS' RFP RESPONSE, WHICH IT ASSERTS AS CONFIDENTIAL, IS EITHER BUSINESS AND/OR PROPRIETARY TRADE SECRET INFORMATION NOT SUBJECT TO DISCLOSURE AS SET FORTH IN THE STATE OF OKLAHOMA OPEN RECORDS ACT. SUCH CONFIDENTIAL INFORMATION HAS INDEPENDENT ECONOMIC VALUE TO FORVIS, IS NOT REASONABLY ASCERTAINABLE BY THIRD PARTIES, AND IS THE SUBJECT OF REASONABLE EFFORTS BY FORVIS TO MAINTAIN ITS SECRECY AND/OR CONFIDENTIALITY. SUCH INFORMATION IN THIS PROPOSAL SHALL BE DESIGNATED WITH AN ASTERISK (*).

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Norman as defined by generally accepted auditing standards.

The firm should also list and describe the firm's professional relationships involving the City of Norman or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Norman written notice of any professional relationships entered into during the period of this agreement.

To the best of our knowledge, FORVIS is independent with respect to the City of Norman as defined by:

- The Code of Professional Conduct of the American Institute of CPAs (AICPA)
- U.S. Government Accountability Office's *Government Auditing Standards*

We are not aware of any relationship that would impair our independence.

As a current client, FORVIS has provided audit services for the City of Norman in the last five years.

3. License to Practice in Oklahoma

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Oklahoma.

FORVIS is properly licensed to practice public accounting in the state of Oklahoma. All key professionals who would be assigned to your engagement are properly registered/licensed to practice in the state of Oklahoma.

4. Firm Qualifications & Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

Firm Size

FORVIS is a top 10 public accounting firm in the United States. With more than 5,700 dedicated professionals located in 72 markets across 28 states, the UK, and Cayman Islands[^], FORVIS serves clients in all 50 states, including clients with international operations.

[^]Services outside the United States are provided through our subsidiaries and/or affiliates.

Governmental Audit Staff Size

FORVIS has approximately 400 professionals who are dedicated to providing services to clients in the nonprofit, governmental, and higher education industries, including audit services to governmental entities.

Location

The City of Norman's requested services will be provided primarily by professionals in our Oklahoma City office.

FORVIS

Two Leadership Square South Tower,
211 North Robinson Avenue, Suite 600
Oklahoma City, OK 73102

Number & Nature of Staff

We anticipate providing one partner and one senior associate on a full-time basis as well as one partner (concurring reviewer) on a part-time basis to complete the City of Norman's audit. We also anticipate on utilizing 2 to 3 associates.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

FORVIS is not a joint venture or consortium.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

FORVIS is committed to providing quality audit services to our clients, and we submit our work to external reviewers who challenge our approach and findings. The AICPA's peer review program assists us in confirming our process works and identifying potential areas for improvement that could enhance our audit quality.

Our legacy firms, BKD, LLP and Dixon Hughes Goodman LLP, regularly participated in these reviews once every three years as required by the AICPA. As the predecessor entity for peer review purposes, a copy of BKD's most recent AICPA peer review report, with the rating of "Pass"—the best rating available under current peer review standards—is contained in the Appendix.

This peer review included inspection of BKD's engagements performed under *Government Auditing Standards*, as well as BKD's Single Audit engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

From time to time, selected audit engagements are subject to desk review by federal or other regulators. All such reviews during the past three years have shown our work to be generally satisfactory, and no disciplinary or other administrative proceedings have resulted from those reviews. There have been no disciplinary actions taken against FORVIS by the AICPA or any regulatory or licensing agency in the past three years.

Please note that FORVIS, LLP was formed on June 1, 2022 through a merger between BKD LLP ("BKD") and Dixon Hughes Goodman LLP ("DHG"). The foregoing responses also apply to BKD and DHG. More information about the merger can be found here: <https://www.forvis.com/news-releases/forvis-begins-serving-clients-newest-top-10-professional-services>

5. Partner, Supervisory & Staff Qualifications & Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Oklahoma. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement.

Indicate how the quality of staff over the term of the agreement will be assured.

We take team selection seriously and have the appropriate team of advisors to meet your needs. Previous experience is a primary determinant for assigning professionals to your engagement, and we have assigned individuals who are experienced in working with public sector clients to your engagement. As mentioned, all assigned key professional staff are properly licensed to practice public accounting in the state of Oklahoma. Please see the Appendix for detailed CPE information.



S. Joel Haaser, CPA
Lead Engagement/Audit Partner

918.584.2900
joel.haaser@forvis.com

Joel has approximately 20 years of experience providing audit services to public sector and nonprofit entities, including component units and a variety of Single Audits performed under Uniform Guidance on behalf of numerous federal agencies. He has served in key engagement roles for several of the region's largest municipalities and tribal governments, casinos, and business enterprises. Joel also has supervised other nonprofit and public sector compliance audits and numerous types of agreed-upon procedures engagements required by tribal, state, and federal agencies.

Joel is a member of the AICPA and Oklahoma Society of CPAs (OSCPA), for which he previously served on the Governmental Accounting and Auditing Committee.

He is a former member of the GFOA's Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting program. He also is a presenter and speaker for continuing professional education courses, including those for Native American Finance Officers Association and the OSCPAs Government Auditing and Accounting Conference. Joel is also an instructor for OSUs Tribal Certificate Program and their Tribal Finance and Accounting Conference. He has published firm-sponsored articles on a variety of public sector and nonprofit accounting and auditing topics.

Joel serves on the Center for Individuals with Physical Challenges board of directors where he serves as the Treasurer. He received a 2017 Achiever Under 40 Award from **The Journal Record**, 2016 Trailblazer award from OSCPAs, 2016 Tulsa 40 award from **Tulsa Business & Legal News**, and 2015 Star award from Leadership Tulsa.

He is a 1999 graduate of Arkansas State University, Jonesboro, with a B.S. degree in accounting, and a 1997 graduate of University of Arkansas – Fort Smith, with an A.S. degree in business.

Joel has received approximately 181 hours of continuing professional education (CPE) training in 2020, 2021, and 2022.



Robyn A. Devore, CPA
Concurring Reviewer

918.584.2900
robyn.devore@forvis.com

Robyn has approximately 27 years of experience providing audit, assurance, and consulting services for public sector entities, including several municipalities, tribal entities, public utilities, colleges, universities, foundations, and other nonprofit organizations, many of which receive federal awards.

She provides concurring review services for the firm's Oklahoma practice unit and other FORVIS public sector and nonprofit clients around the firm, especially those needing audits performed in accordance with the Uniform Guidance. She regularly assists clients with internal control questions, federal grant compliance, new accounting standard implementation, agreed-upon procedures, and bond issuances.

Robyn is a former board member of Great Plains Government Finance Officers Association (GPGFOA) and spoke often at the GPGFOA's semiannual conferences. She has presented at the Oklahoma Center for Nonprofit's annual Oklahoma Conference on Nonprofit Law & Finance.

She regularly attends more than 50 hours of continuing professional education each year focusing on state and local government and nonprofit accounting and auditing. Robyn has attended and instructed training specific to student financial aid and Uniform Guidance requirements. She also co-authored a nonprofit case study, which was published by the AICPA as part of the AICPA Professor/Practitioner Case Development Program.

Robyn is a member of the AICPA, GFOA, OSCP, and Missouri Society of CPAs. She is a graduate of Leadership Tulsa Class 59 and Leadership Lincoln Class XXI and a member of the Tulsa Area United Way Emerging Leaders Society. Robyn serves on the boards of the Tulsa Ballet and Leadership Tulsa. She was named one of the 2018 Fifty Making a Difference as part of The Journal Record's Woman of the Year awards program.

She is a 1993 *summa cum laude* graduate of Drury University, Springfield, Missouri, with a B.A. degree in accounting and business administration.

Robyn has received approximately 150 hours of CPE training in 2020, 2021, and 2022.



Kirsty K. Morrison, CPA
Audit In-Charge

405.606.2580
kirsty.morrison@forvis.com

Kirsty is a member of FORVIS' Oklahoma City audit and assurance team and focuses on serving public sector entities, nonprofits, and electric utility cooperatives.

She is a member of the AICPA and OSCP.

Kirsty participates in FORVIS' annual efforts with the United Way of Central Oklahoma Day of Caring and fundraising campaign.

She is a 2016 graduate of Oklahoma State University, Stillwater, with a B.S. degree in accounting with a minor in Spanish and a 2017 graduate with an M.S. degree in accounting.

Kirsty has received approximately 171 hours of CPE training in 2020, 2021, and 2022.

Additional Resource



Amy K. Shreck, CPA
Partner

Amy has more than 14 years of experience working with nonprofits, governmental entities, public power entities, and higher education institutions.

She completed a two-year term as a practice fellow with GASB at GASB headquarters, where she helped to formulate standards and assisted with technical inquiries. Amy's experience at GASB allows her to help clients better understand GASB standards and the thought process behind the standards.

Amy is a member of the AICPA and Nebraska Society of CPAs.

She is a graduate of Leadership Omaha Class 37. She previously served on the Goodwill Industries Serving Southeast Nebraska, Inc. Board of Directors and the University of Nebraska–Lincoln School of Accountancy Junior Advisory Board.

Amy is a graduate with highest distinction of University of Nebraska – Lincoln with a B.S. degree in business administration and an M.P.A. degree.

Continuing Professional Education

Our service professionals are required to receive at least 120 hours of continuing professional education (CPE) every three years. FORVIS professionals receive training from an annual internal industry seminar, internal webinars, and other external sources.

For auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. All individuals, including specialists involved in performing fieldwork on *Government Auditing Standards* audits, are required to obtain at least 24 hours of CPE every two years in subjects directly related to governmental auditing or the governmental environment. In addition, engagement team members responsible for planning, directing, or reporting on *Government Auditing Standards* audits who spend more than 20% of their time performing *Government Auditing Standards* audits also are required to complete a minimum of 80 hours of CPE every two years that directly enhances their professional proficiency to perform audits.

Recognized Learning & Development

Keeping up with the latest industry developments and a rapidly changing regulatory environment requires significant time and resource investments. At FORVIS, we make those investments so you can depend on our professionals for technical knowledge and strategic guidance. In fact, FORVIS has been repeatedly recognized for the outstanding learning and development programs we've designed for our professionals.

Training magazine ranked FORVIS as a winner in the 2023 Training APEX Awards (formerly the Training Top 100), marking our tenth consecutive year for earning this premier distinction among other elite organizations from across the world. In addition, FORVIS has been a recipient of the LearningElite award from **Chief Learning Officer** magazine for the past seven years, earning Gold or Silver recognition since 2018.



2023 WINNER

Staff Continuity

Continuity of your engagement team is a priority for us, because it is critical in maintaining efficiency for you. The City of Norman's engagement team has been consistently staffed by trusted professionals, including Partner Joel Haaser and Senior Associate Kirsty Morrison (Houston). Now as FORVIS, this team remains committed to continuing to serve the City of Norman with the care and attention you have come to expect.

The City of Norman can have peace of mind knowing our goal is to keep a consistent leadership team and continue building upon the positive working relationship you have developed with your engagement team members. We understand these factors contribute to an efficient process that has helped avoid surprises, allowing FORVIS to focus our time on more important aspects of the audit.

This continuity does not result in familiarity that compromises our objectivity. Our responsibility to you is to bring an appropriate balance of constructive feedback and value-added insight to your team about sufficiency of recorded estimates, assumptions inherent in the financial statement amounts, proper valuation of pledges and other receivables, proper recording of transactions, and an outsider's perspective of whether the financial statements are fairly stated.

The proposer should identify the extent to which staff to be assigned to the audit reflect the City of Norman's commitment to Affirmative Action.

Affirmative Action Plan

FORVIS has an affirmative action plan in place and understands our obligation to comply with all applicable federal, state, and local laws and regulations governing nondiscrimination in the workplace and providing equal employment opportunity. FORVIS prohibits discrimination in employment on the basis of an individual's age, race, color, sex, sexual orientation, gender identity, national origin, religion, genetic information, disability, protected veteran status, and other protected classifications. This policy is designed to ensure equal employment opportunities, including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions, and terminations.

Inclusion Networks

At FORVIS, we are driven to deliver a quality employee experience where our team members embrace and celebrate diversity while experiencing all that a truly inclusive culture represents. Our priority is focusing on our team's sense of belonging, and we do this by offering educational programs, opportunities to listen to each other, and the inclusion of the diverse perspectives from all our people. We are emboldened to be our best when we feel valued, respected, and encouraged, and it is our collective responsibility to empower our fellow team members to be their best. One of the ways that we foster awareness, action, allyship, and accountability is through our Inclusion Networks. We currently have nine Inclusion Networks:

- African American Network (AAN)
- Asian Pacific Islander Network (APIN)
- Emerging Leaders Network (ELN)
- Enabled Network
- Latin American Network (LAN)
- Parents Professional Network
- PRIDE+
- Women Forward
- Veterans Network

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Norman. However, in either case, the City of Norman retains the right to approve or reject replacements.

In the event we are required to make a change to any key personnel assigned to your engagement, we will discuss this with you to explain the circumstances and proposed change. Your lead engagement partner, Joel Haaser, will be coordinating personnel changes. We generally do not remove key personnel from an audit once it has begun, but occasionally employee turnover or other events beyond our control require such a change. If a personnel change is required, we are confident we can provide a qualified replacement to complete your audit with limited interruption.

We understand engagement team members, consultants, and firm specialists mentioned in our response to this RFP can only be changed with the prior express written permission of the City of Norman, which retains the right to approve or reject replacements.

6. Prior Engagements with the City of Norman

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Norman by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

FORVIS has provided the City of Norman with the following professional services over the past five years.

Financial Statement Audit in Accordance with *Government Auditing Standards*, including Assistance Preparing the ACFR

Date: 7/1/2018 through 6/30/2022

Engagement Partner: Joel Haaser

Total Hours: 600

Office Location: Oklahoma City

Principal Client Contact: Clint Mercer, 405.217.7720

Compliance Audit in Accordance with the Uniform Guidance

Date: 7/1/2018 through 6/30/2022

Engagement Partner: Joel Haaser

Total Hours: 100

Office Location: Oklahoma City

Principal Client Contact: Clint Mercer, 405.217.7720

Compilation Report for State Auditor & Inspector Form SA&I 2643

Date: 7/1/2018 through 6/30/2022

Engagement Partner: Joel Haaser

Total Hours: 20

Office Location: Oklahoma City

Principal Client Contact: Clint Mercer, 405.217.7720

Examination Procedures for the City of Norman's Transit System

Date: 7/1/2020 through 6/30/2022

Engagement Partner: Joel Haaser

Total Hours: 30

Office Location: Oklahoma City

Principal Client Contact: Taylor Johnson, 405.217.7721

7. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

References

We have a track record of helping similar public sector clients and understand our clients are our best ambassadors. Listening to us helps, but hearing directly from your peers can be a meaningful step in your decision-making process. We encourage you to reach out to the following clients to discuss FORVIS' services and capabilities at your convenience.

Oklahoma City-County Health Department*

Oklahoma City, Oklahoma
Scope of Work: Financial Statement Audit and Single Audit
Date: 2016 to Present
Engagement Partners: Joel Haaser
Total Hours: 400
Dr. Patrick McGough
CEO

State of Oklahoma Commissioners of the Land Office*

Oklahoma City, Oklahoma
Scope of Work: Financial Statement Audit and Single Audit
Date: 2020 to Present
Engagement Partners: Joel Haaser
Total Hours: 500
Mr. Mike Lyons
CEO

University of Oklahoma*

Norman, Oklahoma
Scope of Work: Financial Statement Audit and Single Audit
Date: 2022 to Present
Engagement Partners: Robyn Devore
Total Hours: 2,000
Ms. Karen Smith
Assistant Vice President and Controller
405.325.0708

Chickasaw Nation*

Ada, Oklahoma & Norman, Oklahoma
Scope of Work: Multiple Financial Statement Audits
(Including Chickasaw Nation Industries) Single Audits &
Numerous Consulting Engagements
Date: 2017 to Present
Engagement Partners: Robyn Devore, Joel Haaser, and
Chad Moore
Total Hours: 6,000
Mr. Dakota Cole
Secretary of Treasury
580.272.5021

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal.

Financial Statement Audit in Accordance with *Government Auditing Standards* & the Uniform Guidance

Auditing standards set the technical requirements for our process, culminating with the expression of our opinion on the presentation of your financial statements. Our audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The FORVIS Audit Experience

While auditor selection should start with evaluating technical competence, it also should extend to your expectations for a service experience. Your audit experience includes how your engagement is managed, how you and your team are treated, the quality and timeliness of communication you receive, and your confidence in the results and guidance you receive. FORVIS' philosophy emphasizes independence, integrity, and quality, and we have a strong commitment to providing high quality service through a knowledgeable engagement team.

Onboarding & Project Management

Your FORVIS audit experience starts as soon as you select us. Our priorities include building rapport with your team, developing a deeper understanding of your operations, and coordinating with you on the design and expectations of our service relationship. These efforts are part of our transition approach. The proposal process has provided us with the basics of your organization but learning more will help us serve you better.

If not already completed, we will finish the details of client acceptance to confirm what we have learned and verify confidential information not already obtained, such as litigation history or other sensitive matters.

Proposed Timeline

AUDIT ACTIVITY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Audit Planning & Risk Assessments							
Tests of Internal Controls							
Interim Testing							
Final Fieldwork							
Single Audit Procedures							
Transit Procedures							
SA&I Form 2643/2645 Compilation							

Executing the Audit

Once we have established our overall process and communication plans with you, the detailed work can begin. Key elements of that work include:

Risk Assessment

We will identify and assess risks of material misstatement in your financial statements, including those from potential fraud. Our work is supported by building a strong understanding of your business environment through documents you provide and by gathering information through interviews and tests for significant transaction cycles.

Assessing IT Risk

For clients with complex systems, our risk assessment also includes a more focused evaluation of your IT systems. Entities with greater IT risk often manage high-volume, automated transactions or, otherwise, rely heavily on how systems create and manage data that affects financial statement amounts and disclosures. In your environment, obtaining a strong understanding of your systems is important, and our feedback may help you evaluate your own risks. In addition to using our traditional auditors, we may engage professionals from our Risk Advisory practice to assist in that evaluation. These individuals can offer focused experience with specific systems or with overall IT matters, such as logical security, change management, computer operations, and other areas where risk and fraud relevant to financial reporting can occur.

Audit Design

Based on risks identified, we will design an audit approach specific to your organization. This tailoring takes into consideration the uniqueness of your operations, the design of internal controls you have implemented, and the nature of financial statement amounts and disclosures. We consider whether matters are truly important (materiality), as well as obtain input about concerns from City Council/Finance Committee and management to design the tests we will perform.

Gathering Evidence

Once the plan is complete, we will execute the audit through a combination of on- and off-site work performed in accordance with the agreed-upon timeline.

Reviewing the Work

Critical to our process is a review of the team's work by our engagement executive, as well as a quality review by another executive who is independent from the detailed work. The quality review is designed to improve our deliverable by providing a fresh perspective and reinforcing quality.

Sharing Our Results

We base our audit opinion on the evidence gathered and then communicate our findings. Professional standards drive the content of our opinion and the required communication about any deficiencies and other items we may identify during the audit. Beyond these requirements, we share results formally through our letters and presentations to City Council/Finance Committee and management, as well as opportunities for improvement through conversations during the audit process.

Compliance Audit in Accordance with the Uniform Guidance

FORVIS performs hundreds of Single Audits annually, focusing on two objectives: first, an audit of your financial statements and reporting on the Schedule of Expenditures of Federal Awards (SEFA) in accordance with *Government Auditing Standards*, and second, a compliance audit for federal awards expended during the fiscal year in accordance with the Uniform Guidance.

Approximately one-third of our nonprofit and governmental clients receive federal funding. Our extensive experience with compliance testing in accordance with the Office of Management and Budget (OMB) requirements can help provide the City of Norman with a Single Audit performed properly and submitted on time.

Our Approach

During our audit procedures of federal award programs, we do not simply look for findings to report. We look for opportunities to advise you of more efficient ways to comply with federal regulations to reduce the risks of sanctions or reduced funding. FORVIS has developed contacts at federal agencies and has been able to work cooperatively with these agencies to help clients resolve or avoid issues.

Entities subject to the Uniform Guidance and *Government Auditing Standards* will benefit from FORVIS' specially designed audit programs, checklists, and database of federal audit programs.

Identification and testing of your federal programs will be performed primarily during interim fieldwork, which will typically be performed before your fiscal year-end. We have found this to be the most efficient manner in which to perform our audit services when the additional Uniform Guidance requirements are present.

Training Requirements for Single Auditors

The City of Norman can have confidence in FORVIS auditors' experience in testing federal funding subject to the Uniform Guidance. Our audit professionals are required to receive at least 120 hours of CPE every three years, and for auditors involved with audits performed under *Government Auditing Standards*, this education includes the hours required to comply with *Government Auditing Standards Yellow Book* guidance. Staff members attend a series of core audit and accounting courses over the first four years of their careers. Staff subsequently receive additional training on accounting and auditing for the nonprofit and governmental environment.

Broad Audit Risk Considerations

Some risk considerations apply across nearly all of our audits. We pay particular attention to the following items:

Significant Accounting Estimates

Nearly all financial statements have significant estimates in amounts and disclosures, even when not readily apparent.

Estimates may include amounts ultimately collectible from third parties, expected losses, or costs occurring at a specific amount and time, etc.

We will gather information supporting management's estimates and challenge key assumptions used to develop these amounts. We also will test estimates on available data and historical trends and document our conclusions on the reasonableness of recorded amounts.

Risk of Management Override of Controls

When considering fraud, auditing standards require evaluating the risk that management could override existing controls. We will perform interviews of selected individuals, apply an element of unpredictability in our testing, and brainstorm as a team to evaluate risks and possible actions based on our observations. We also will perform journal entry testing, review estimates for bias and significant changes, and consider the business rationale for significant unusual transactions.

Procedures & Risks Specific to the Public Sector

Audit procedures can vary, but they often include traditional observation, sampling, and testing combined with more advanced deployment of technology for trend analysis, summarization of documents, and assessment of large data sets.

Our work with hundreds of clients in the public sector means our advisors are very familiar with entities similar to the City of Norman. While no two audits are the same, certain activities are common to governmental entities. Specific risk areas for the City of Norman are likely to include:

Investments

This is a significant audit area due to the risks associated with the proper and timely valuation of investments. We employ a variety of audit procedures in this area, including the use of third-party confirmations, obtaining an understanding of management's assessment of fair values, fair market value testing to published sources, and obtaining SOC 1 reports. In addition, we evaluate the disclosure requirements and the adequacy of completeness and accuracy of the disclosures.

Accounts Receivable & Deferred Inflows of Resources & Unearned Revenue

These areas often are a significant risk due to the subjective nature of the City of Norman's estimate for the allowance for doubtful accounts and the proper recognition of revenue for funds that report using the modified accrual basis of accounting and the current financial resources measurement focus that is consistent with the City of Norman's policy. We will test the cutoff of various revenue sources, such as taxes, government grants, and customer utility accounts, and review the revenue journal both before and after year-end. We may confirm significant accounts receivable, as well as a sample of others to test both existence and proper classification, if considered necessary. In addition, we will test deferred inflows of resources by reviewing subsequent collections and perform various analytical procedures to test both completeness and proper classification of the balances, consistent with the City of Norman's policy of recognizing revenue on the modified accrual basis of accounting.

Capital Assets

We will audit the capital asset rollforward activity of each opinion unit, focusing on significant additions and disposals during the year. Current-year additions will be tested to appropriate supporting documentation. A review of repair and maintenance accounts will be performed to help identify whether material additions have been capitalized. New lease agreements will be reviewed to identify whether they have been accounted for properly. Depreciation expense also will be tested for

reasonableness, and certain analytical procedures will be performed on the capital outlay line items for governmental funds associated with the conversion to government-wide reporting.

Long-Term Debt

This is typically a risk due to the presence of one or more significant debt covenants. We review the associated debt documents to help gain an understanding of the flow of funds prescribed for any pledged revenues. We review the covenants and obtain evidence through inquiry and other means, including the recalculation of any financial covenants, to support the conclusion that all covenants have been met and all debt service payments have been made on time. We also will confirm the annual payment activity and ending balances of certain bonds, notes, and leases payable with trustees. In the case of any refunded debt in the year being audited, we will recalculate the accounting gain or loss by reviewing trustee statements and bond documents to test for proper classification and footnote disclosures. We also will inquire about your policy on reviewing each bond and note for applicable IRS arbitrage requirements, prepare a list of bonds and notes subject to IRS arbitrage requirements, and the most recent arbitrage calculation prepared for each bond and challenge the calculation performed to test for completeness and obligations of the City of Norman.

Net Position/Fund Balances

Procedures we perform in this area include vouching (or cross-indexing to work performed in other areas) of significant increases and decreases to net position; recalculation of net investment in capital assets for enterprise funds and governmentwide activities; review of documentation supporting the establishment and classifications of new accounts; and testing of various nonspendable, restricted, committed, and assigned fund balance accounts based on supporting documentation of donor and grantor agreements, enabling legislation, formal actions of city council, such as ordinances and resolutions, and other formal policies.

Revenue Recognition

Professional standards include a rebuttable presumption that for each audit there is a risk of material misstatement due to fraud relating to improper revenue recognition. Our approach is to gain an understanding of the revenue recognition criteria and policies and then perform a variety of inquiry, analytical, and substantive audit procedures to confirm our understanding.

Uniform Guidance Testing

We will discuss with management and review the preliminary SEFA as of an interim date to identify the likely major programs for testing. We will perform the majority of our testing prior to year-end and will share our results with you prior to final fieldwork. During final fieldwork, we will assess whether there are any additional major programs that would require testing and conclude our compliance and internal control procedures related to OMB's Uniform Guidance expenditures in agreement with the conclusion of the audit of the financial statements.

Utility Receivables & Unbilled Revenues

We will use several methods to audit your receivables and the estimate of unbilled revenues, including using look-back reports, reviewing historical collection methods, and assessing of the aging and payor mix of your accounts receivable detail. We will analytically review key ratios, such as days in accounts receivable and charge-off rates compared to industry averages and prior year results, to help us reach our audit conclusions. We will work with your team before year-end on the allowance to see that we understand your methodologies and conclusions.

Finally, we use data analysis software to test subsequent billings and receipts and the accuracy of revenue cutoff to help validate the year-end accounts receivable balance and any unbilled revenue amounts.

Pensions & Other Postemployment Benefit Obligations

Due to the subjective nature of the estimation processes associated with determining the estimated Other Postemployment Benefit (OPEB) obligations liability, we will obtain and test the specific actuarial calculations for the OPEB liability. First, we will

evaluate the professional qualifications and reputation of the actuary. We will read the actuarial reports to obtain an understanding of the methods and assumptions employed and evaluate the cost method used and the significant assumptions underlying the actuarial calculations. Select testing of the underlying data used in the calculation will be performed. We will evaluate the valuation, cost, and amortization methods for consistency. The other significant underlying assumptions, such as discount rates, rates of return, and medical cost trends will be compared with independent external studies of assumptions by such noted organizations as Milliman Medical Index, SEI Pension Accounting Research Series, and the Towers Watson annual healthcare trend survey.

IT

We will use IT audit professionals and employ audit procedures to test whether the controls within your IT environment are sufficient to allow us to rely on the information generated by your IT platform. These tests will include identification of critical internal controls, detailed walkthroughs of transactions, testing the functionality of the key IT controls identified and review of change management protocols, access controls, and overall IT security.

Assistance Preparing the ACFR

Access to Public Sector Reporting Solutions – A Streamlined Process

FORVIS is constantly on the lookout for innovative ways to apply technology to make tedious processes more efficient and effective for our clients. FORVIS is now a certified implementor of The Reporting Solution (TRS), a cloud-based tool that can help streamline the report preparation process, which could be a benefit for the City of Norman as you work to issue your ACFR and continue your successful history of receiving an award through the GFOA Certificate of Achievement for Excellence in Financial Reporting Program (COA Program). Through TRS, FORVIS and our clients can connect to a cloud-based online platform to prepare the report with print-ready financial statements and a word processor that links to a financial database.

In addition, changes can be made and updated in real time for all users to see. This platform allows multiple users to work simultaneously within the financial statement document, thereby creating an efficient, prompt, and cost-effective preparation process.

Review of ACFR by Knowledgeable Advisors – Trusted Insights

We understand the City of Norman intends to issue an ACFR and apply for GFOA's COA Program. FORVIS can help you through this process by reviewing your reports. This review will include the evaluation of your reports using our independently prepared checklists designed to aid in financial reporting and disclosure accuracy and completeness. Firmwide, we have numerous clients that participate in this program and several team members who serve on the GFOA's Special Review Committee. We will work with you to resolve identified discrepancies and to reduce exceptions when your reports are returned.

Compilation Report for State Auditor & Inspector Form SA&I 2643

We will perform a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants for the City's completion of the State Auditor and Inspector's Prescribed Form 2643 and 2645. We will not audit or review the financial information included in the prescribed form nor will we perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial information included in the accompanying prescribed form.

The financial information included in the accompanying prescribed form is presented in accordance with the requirements of Oklahoma Statute Section 17-105.1 of Title 11 as provided by the State Auditor and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

Examination of the City of Norman, Oklahoma's Statement of Vehicle Revenue Mileage

Many of the same selection criteria apply to evaluating a firm for an examination/attestation engagement as they would in evaluating an auditor.

What is an Examination/Attestation Engagement?

Examination/Attestation engagements are performed under the AICPA's Statements on Standards for Attestation Engagements. Examination procedures under these standards are designed to identify, test, and evaluate specified internal control and/or operational risks identified through the performance of a detailed risk assessment or as identified by the client.

Performing the Examination

An examination involves performing procedures to obtain evidence about the Statement of Vehicle Revenue Mileage. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the Statement, whether due to fraud or error. The evidence we obtained will be sufficient and appropriate to provide a reasonable basis for our opinion on the subject matter.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

a. Proposed segmentation of the engagement

b. Level of staff and number of hours to be assigned to each proposed segment of the engagement

Proposed Audit Segmentation	Estimated Hours	Staff Level
Risk assessment procedures, including meetings with officials and staff, preliminary analytics, review minutes, and design of audit procedures based on assessed risks	30	All Professionals
Document and evaluate internal controls	30	Senior Associate II & Associate
Obtain financial policies and procedures, bond documents, leases and grants, and other items for our permanent file	20	Senior Associate II & Associate
Substantive procedures and analytical review techniques	320	All Professionals
Review prepared Annual Comprehensive Financial Report (ACFR) and other reports	100	All Professionals
Single Audit testing	60	Senior Associate II & Associate
Supervision, review, and technical assistance	80	Partner/Senior Associate II
Client conferences and meetings to review audit reports	6	Partner
Transit Examination/Attestation Procedures	20	All Professionals
SA&I Form 2643/2645 Compilation Procedures	20	All Professionals
Reporting – Report to governance and management advisory comments	4	All Professionals

c. Sample size and the extent to which statistical sampling is to be used in the engagement

Although it is not possible to set absolute rules for identifying sample sizes, we apply our professional judgment in identifying the appropriate sample size. The objective is to test the population to obtain reasonable confidence that the test objectives have been met. Sample sizes are controlled by the following considerations:

- **Tolerable error (precision)** – As the expected monetary conclusion becomes more critical, sample size should increase to tighten the range of the extrapolated estimate
- **Significance of the account to the financial statements** – As the significance increases, sample size should increase
- **Assessment of internal control risk** – As assessed risk is reduced, sample size for substantive tests should decrease
- **Extent of other substantive audit procedures related to same audit objective (tests of detail, as well as analytical review)** – As the extent of other procedures increase, sample size should decrease
- **Frequency and magnitude of expected errors** – As the frequency and magnitude of expected errors increase, sample size should increase
- The size of the population to be sampled and whether a sample is appropriate

We anticipate using certain data extraction tools in selecting and testing samples or complete populations, where appropriate. These effective tools allow us to efficiently test larger amounts of data.

d. Extent of use of IT software in the engagement

Enhancing Our Services with Technology

People and their judgement and skills make the biggest difference in our services, but when our teams have access to and leverage technology effectively, we can enhance our delivery results. Ultimately, we work to deploy the right solutions that fit the needs of each client, but that requires a deep bench of technology solutions. Our audit, tax, and consulting teams each have innovation leadership and significant project teams dedicated to advancing our capabilities in these areas.

The following are some of those technologies that may impact your services along with discussion demonstrating how FORVIS is a leader in these areas.

Getting & Using Data

A significant challenge for some clients can be providing the reporting and data required for our services. Solutions we use include:

- Providing a proprietary online client portal and collaboration site for sharing requests and exchanging documents
- Using market-leading ingestion software to directly connect with certain general ledger packages to obtain required transaction detail with limited client effort and reduced additional requests

Efficient Analysis

While still in its infancy, technologies, such as artificial intelligence (AI), are being leveraged along with other tools to efficiently analyze increasing volumes of data. Our efforts with data analytics, including AI, include:

- Training data champions who are using market-leading quantitative data analytics tools to not just ingest data but to analyze and identify anomalies or unexpected results
- Leveraging market-leading software that uses language processing and machine learning to help our analysis of written documents, such as leases, contracts, acquisition contracts, and debt agreements
- Identifying new tools to increase efficiencies

Workflows & the Cloud

Many firms rely on outdated software or manual approaches to executing their work, while FORVIS is building or buying new tools to speed our efforts and better manage our delivery to clients. Our approaches include:

- Investing significant talent and financial support with the AICPA and a number of other large firms to help build an audit technology designed to transform our practice and our ability to serve our clients in the future
- Using market leading tools and building our own proprietary solution to deliver a better client experience through cloud-based questionnaires, integrated risk assessment, and response workflows that better enable us to execute our engagements and deliver results to our clients
- Increasing automation of our workflow and redundant tasks through robotic process automation (RPA) and application programming interfaces (API)

e. Type and extent of analytical procedures to be used in the engagement

Analytical procedures involve auditing a material assertion or account balance by investigating its relationship to an expectation, such as other accounts, historical trends, or other related measures. FORVIS recognizes stronger analytical procedures can help reduce or eliminate other substantive procedures that are usually more time consuming. We would typically consider:

- **Ratio analysis** – Comparing relationships among account balances, ratios, nonfinancial data, budgets, or industry averages
- **Reasonableness tests** – Using financial and/or nonfinancial data to develop an expectation of an account balance

Successfully using analytical procedures requires auditors to ask the questions:

- What is the risk of material misstatement?
- How would we find those misstatements?
- Have I gathered enough audit evidence?

When analytical procedures provide sufficient evidence, other substantive audit procedures should not be necessary. If analytical procedures are not sufficient, some combination of analytical and substantive procedures is likely to be the preferred approach.

e. Type and extent of analytical procedures to be used in the engagement

Understanding your operations and the design of your controls helps create an effective and efficient audit process. When performing our first audit, this effort is more substantial. There are several data sources we intend to use, including your prior auditor.

Our first objective is to identify those resources that might advance our understanding without extra effort on your part. If you have documentation of your organizational structure, control environment (including technology), and the controls you have in place, along with any testing of those controls, we can often just read and supplement that information as needed. Even when clients have effective controls, their documentation is often limited, so additional effort may be required. When starting with limited documentation, we will:

- Perform a risk assessment using your financial statements to identify the relevant areas for documenting our understanding and related testing; while we want to understand your operations, it isn't necessary for us to document every control, particularly when a control is not related to a significant audit area
- Ask you to complete industry-specific questionnaires that summarize your control structure; you might complete these forms directly or we may interview you to guide the process, or some combination of both; this process includes understanding your information system and related controls
- Identify who performs or can perform control activities; we can use industry-based assignment of duties forms to capture those assignments
- Assess and/or identify key controls you have in place for significant areas of risk we will look for gaps in your design and potential overlapping assignments of duties that could or should be segregated
- Perform limited tests of design effectiveness of control activities; these tests will help us evaluate whether our documentation matches the activities occurring
- Consider extended tests of controls; in some cases, your information may be so complex or voluminous that extended control testing is needed to rely on your control and reduce other substantive testing in our audit
- Summarize recommendations for your consideration; for minor deficiencies or suggestions, we may discuss changes during our audit; for others, including significant deficiencies or material weaknesses, we will prepare written recommendations for your consideration

- In periods following our first audit, the majority of our understanding and documentation will be complete; going forward, we focus on changes that have occurred and continue performing tests of design effectiveness or expanded testing to evaluate whether control design has remained the same

g. Approach to be taken in determining laws and regulations that will be subject to audit test work

Identification of applicable laws and regulations will begin with an inquiry of the City of Norman as to your understanding of applicable laws and regulations. In addition, our reviews of various documents, indentures, agreements, etc., will be designed to encompass known laws and regulations within the scope of the audit. We are experienced in auditing municipalities in the state of Oklahoma and are familiar with the laws and regulatory environment in which you operate.

h. Approach to be taken in drawing audit samples for purposes of tests of compliance

The sampling approach anticipated to be used in connection with the various areas of the audit is judgmental in nature. The size and nature of the population being tested, along with the assessed risk of the associated financial statement line item affected, will determine the size and approach for selecting a sample. Sample sizes will be sufficient to meet requirements of the various state and federal laws and regulations. We anticipate using data extraction tools in certain situations in selecting and testing samples or complete populations, where appropriate.

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Norman.

While we do not anticipate significant audit problems, we understand the importance of good channels of communication with key engagement team members to facilitate the discussion of issues that may arise. Once we begin final fieldwork, we would ask for management's participation in weekly progress meetings that would facilitate such communication and allow for timely identification and response to problems that may be encountered.

10. Report Format

The proposal should include sample formats for required reports.

Independent Auditor's Report Sample

SAMPLE

FORVIS

Two Leadership Square South Tower, 211 N. Robinson Avenue, Suite 600 / Oklahoma City, OK 73102
P 405.606.2580 / F 405.600.9799
forvis.com

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (the City) as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



Honorable Mayor and City Council
City of Norman, Oklahoma
Page 2

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison, pension, and other postemployment benefit information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because

Honorable Mayor and City Council
City of Norman, Oklahoma
Page 3

the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we also have issued our report dated December 8, 2022 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

FORVIS, LLP

Oklahoma City, Oklahoma
December 8, 2022



Two Leadership Square South Tower, 211 N. Robinson Avenue, Suite 600 / Oklahoma City, OK 73102
P 405.606.2580 / F 405.600.9799
forvis.com

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 8, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations,



SAMPLE

Honorable Mayor and City Council
City of Norman, Oklahoma

contracts, and grant agreements, noncompliance with which could have a direct and material effect on the City's financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

FORVIS, LLP

Oklahoma City, Oklahoma
December 8, 2022

**Report on Compliance for Each Major Federal Program;
Report on Internal Control over Compliance; and Report
on Schedule of Expenditures of Federal Awards Required
by the Uniform Guidance**

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Report on Compliance for Each Major Federal Program

We have audited the City of Norman, Oklahoma's (the City) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2022. The City's major federal programs are identified in the "Summary of Auditor's Results" section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the "Auditor's Responsibilities for the Audit of Compliance" section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Honorable Mayor and City Council
City of Norman, Oklahoma

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the "Auditor's Responsibilities for the Audit of Compliance" section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses,

SAMPLE

Honorable Mayor and City Council
City of Norman, Oklahoma

as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon dated December 8, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

FORVIS, LLP

Oklahoma City, Oklahoma
March 22, 2023

v. Executed Copies

Appendix B Proposer Guarantees

APPENDIX B

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:	<u>S. Joel Haaser</u>
Name (typed):	<u>S. Joel Haaser, CPA</u>
Title:	<u>Partner</u>
Firm:	<u>FORVIS, LLP</u>
Date:	<u>May 19, 2023</u>

Appendix C Proposer Warranties

APPENDIX C

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Oklahoma laws with respect to foreign (non-state of Oklahoma) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Norman.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:	<u>S. Joel Haaser</u>
Name (typed):	<u>S. Joel Haaser, CPA</u>
Title:	<u>Partner</u>
Firm:	<u>FORVIS, LLP</u>
Date:	<u>May 19, 2023</u>

Appendix

AICPA Peer Review Letter



National Peer
Review Committee

December 11, 2020

Theodore Dickman
BKD, LLP
910 E Saint Louis ST Ste 400
Springfield, MO 65806-2570

Dear Theodore Dickman:

It is my pleasure to notify you that on December 11, 2020, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads 'Michael Fawley'.

Michael Fawley
Chair, National PRC
+1.919.402.4502

cc: Candace Wright, L Bennett

Firm Number: 900010002800

Review Number: 577534

220 Leigh Farm Road, Durham, NC 27707-8110
T: +1.919.402.4502 F: +1.919.419.4713
aicpaglobal.com | cimaglobal.com | aicpa.org | cima.org

BKD Peer Review Report



8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809
225-922-4600 Phone — 225-922-4611 Fax — pncpa.com

Postlethwaite & Netterville and Associates, L.L.C.

Report on the Firm's System of Quality Control

To the Partners of BKD, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of BKD, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BKD, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BKD, LLP has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
November 2, 2020

Continuing Professional Education

Joel Haaser		
Date	CPE Course Completed	Hours
12/26/2022	Arkansas Board Ethics	1
12/9/2022	Ethics: Back to Basics	1
12/9/2022	SAPs & Other Extent of Evidence Topics (FORVIS FTD - Assurance Session)	2
11/18/2022	FUSION General Session	7.5
11/4/2022	2022 Assurance Annual Update - GAAS Focus	3
10/4/2022	NAFOA's 2022 Fall Finance & Tribal Economies Conference	6
9/23/2022	Nothing New Under the Sun: Case Studies in Behavioral Ethics	1
9/23/2022	GASB Update: From GASB 89 to Upcoming Projects	1.5
9/14/2022	Extent of Evidence Training	7.5
8/30/2022	New Partner Bootcamp	8
7/22/2022	Audit Methodology Kickoff (IW-2764)	2
6/28/2022	2022 SEC Quarter 2 Update	1
6/22/2022	Nonprofit, Education & Public Sector - Day 2 (BTC22)	4.5
6/21/2022	Nonprofit, Education & Public Sector (BTC22)	2.5
6/21/2022	General Session	4
5/26/2022	2022 Annual AICPA Employee Benefit Plan Conference Update (IW-2746)	1
5/20/2022	2022 Employee Benefit Plan Annual Update (IW-2624, 2744)	2
5/1/2022	AICPA Peer Review Must-Select Industry Update: Governmental-Government Auditing Standards	3.5
4/5/2022	NAFOA's 2022 40th Annual Conference	6
12/10/2021	Lessons Learned from Litigation (When other CPA Firms Get Sued) (IW-2582)	1
12/10/2021	GASB Leases (IW-2583)	1.5
12/10/2021	Arkansas Board Ethics	1
12/5/2021	IT Security Awareness - Your Role in Protecting Our Clients, the Firm & Yourself	0
11/5/2021	General Session (LC21)	4
11/5/2021	Annual Partner-Managing Director Business Meeting (LC21)	2.5
11/4/2021	Audit General Session (LC21)	4
11/4/2021	Consulting: ESG Services (LC21)	1

Joel Haaser

Date	CPE Course Completed	Hours
11/4/2021	Audit: GASB Update (LC21)	1
11/4/2021	Audit: Single Audit Common Questions (LC21)	1
10/22/2021	Winning at All Costs: Case Studies in Behavioral Ethics (IW-2511)	1
10/14/2021	4th Annual Tribal Finance & Accounting Conference	4
9/28/2021	NAFOA's 2021 Fall Finance & Tribal Economics Conference	6.5
9/17/2021	Audit Innovation Tech Update (IW-2474)	1
9/13/2021	keynet SharePoint Online & Teams Collaboration Training (Self-Study)	0.5
8/20/2021	Pulling it All Together - A Refresher on Certain COVID-19 Funding A&A Considerations (IW-2429)	1
7/21/2021	2021 Nonprofit, Higher Education, & Public Sector Virtual Industry Session (IW-2268)	3.5
7/18/2021	Texas: Accountant's Ethics in Texas	4
7/16/2021	Leases Module 1: Overview of Lessee Accounting (Self-Study))	1
5/11/2021	OISBF School Auditor Workshop	8
4/16/2021	2021 Employee Benefit Plan Annual Update (IW-2285)	2.5
2/25/2021	Wrapping Up Audits Tips & Best Practices	1
2/3/2021	IT Security Awareness Browser and Internet Security 2021	0
12/10/2020	Top 10 Plus Ethical Challenges that Could Jeopardize Your Career (IW-2198)	1
12/9/2020	Statement of Cash Flows: Common Errors & How to Find Them (IW-2199)	1
11/19/2020	Tales From the BKD Vault - Case Studies in Behavioral Ethics (IW-2165)	1
11/19/2020	IT Security Awareness - Social Engineering	0.2
11/18/2020	Independence at BKD (Self-Study)	1
11/5/2020	2020 A&A Annual Update - Core Concepts Update (IW-2121)	1.5
11/4/2020	2020 A&A Annual Update (IW-2121)	3.5
10/29/2020	Process Improvements for the Finance and Accounting Department	4.5
10/29/2020	Introhive (Self-Study)	0.5
10/27/2020	Using Financial Data in Accounting	4.5
10/27/2020	Bud, Brews & Bets Summit - Virtual	4
10/23/2020	2020 Tribal Finance and Accounting Conference	3
10/23/2020	Treasurers & Accountants: Practical Advice & Strategies for Use of Coronavirus Relief Funds	3
9/22/2020	BKD Edge Day 1 - 2 (Self-Study)	0.5

Joel Haaser

Date	CPE Course Completed	Hours
9/16/2020	Internal Controls, Conflicts of Duties & Other Items Relevant to Risk Assessment	1
8/22/2020	Internal Grants Management Training (IW-2089)	3.5
8/22/2020	Internal Grants Management Training (IW-2089)	3.5
8/20/2020	2020 Virtual Public Sector Seminar (VC-2045)	3
8/19/2020	Basics of EBP Audits - Course 4: Contributions & Distributions	1
8/19/2020	Basics of EBP Audits - Course 5: Compliance Issues & FS Overview	1
8/18/2020	Basics of EBP Audits - Course 3: Participant Data and Eligibility Testing, Revenues and Expenses	1
8/18/2020	Basics of EBP Audits - Course 2: Investments	1
8/17/2020	Basics of EBP Audits - Course 1: Intro & Overview (Key Terms, Audit Requirements) and Loans	1
7/22/2020	Annual Partner/Managing Director Business Meeting (IW-2033)	2.5
7/10/2020	A&A Response to COVID-19 (Self-Study)	1
7/9/2020	BKD Materiality Methodology Training (V-1990)	4
7/6/2020	Texas: Accountant's Ethics in Texas	4
6/17/2020	Virtual LC20 General Session (IW-1975)	2
5/29/2020	2020 Single Audit Update (IW-1956)	1
4/16/2020	2020 Employee Benefit Plan Annual Update (IW-1922)	3
4/7/2020	Higher Education & the CARES Act (EW-1911)	1
2/24/2020	Receiving Constructive Feedback (Video)	0
1/10/2020	SKY Professional Development Series: 50 Ways to Fight Bias (IL-1746)	1.5

Robyn Devore

Date	CPE Course Completed	Hours
12/19/2022	What's Going On: Tips for Your Personal Tax & Investment Planning	1
12/9/2022	Ethics: Back to Basics	1
11/18/2022	FUSION General Session	7.5
11/4/2022	2022 Assurance Annual Update - GAAS Focus	3
9/16/2022	2022 Assurance Annual Update - Financial Reporting Focus	3
9/9/2022	Extent of Evidence Training	8

Robyn Devore

Date	CPE Course Completed	Hours
8/2/2022	Audit Methodology Kickoff (Self-Study)	2
7/5/2022	Leases Module 6: Special Issues (Self-Study)	0.5
7/5/2022	Leases Module 7: Auditing Considerations - Lessee Accounting (Self-Study)	0.5
7/4/2022	Leases Module 4: Transition (Self-Study)	1
7/4/2022	Leases Module 5: Lessee Presentation (Self-Study)	0.2
7/4/2022	Leases Module 3: Core Concepts (Self-Study)	1
7/4/2022	Leases Module 2: Effective Dates, Scope, & Definition (Self-Study)	0.5
6/22/2022	Nonprofit, Education & Public Sector - Day 2 (BTC22)	4.5
6/21/2022	General Session	4
6/21/2022	Assurance General Session (BTC22)	1.5
6/21/2022	Nonprofit, Education & Public Sector (BTC22)	2.5
6/14/2022	2022 Single Audit Update (IW-2735)	1.5
5/20/2022	Audit Integration Update (IW-2741)	2
3/22/2022	Navigating State & Local Fiscal Recovery Funds: Final Rule & Early Lessons Learned (EW-2671)	1
2/24/2022	Journal Entry Testing (Self-Study)	1
1/17/2022	Winning at All Costs: Case Studies in Behavioral Ethics (Self-Study)	1
1/17/2022	State & Local Government Client Affiliates (Self-Study)	0.5
12/30/2021	IT Security Awareness - Your Role in Protecting Our Clients, the Firm & Yourself	0
12/10/2021	GASB Leases (IW-2583)	1.5
12/10/2021	Lessons Learned from Litigation (When other CPA Firms Get Sued) (IW-2582)	1
12/9/2021	26th Annual Governmental GAAP Update	4
11/12/2021	Understanding & Leveraging BKD's Audit Technology Tools (IW-2551)	1
11/12/2021	Recognizing Fraud & Fraud Risks (IW-2549)	1
11/5/2021	Annual Partner-Managing Director Business Meeting (LC21)	2.5
11/5/2021	General Session (LC21)	4.6
11/4/2021	Audit: NEAR: A Hybrid Coaching Model (LC21)	1.2
11/4/2021	Audit: Single Audit Common Questions (LC21)	1.2
11/4/2021	Audit: GASB Update (LC21)	1.2

Robyn Devore

Date	CPE Course Completed	Hours
11/4/2021	Audit General Session (LC21)	4
11/3/2021	Nonprofit Higher Education & Public Sector Industry Leader Training (LC21)	6.6
10/14/2021	4th Annual Tribal Finance & Accounting Conference	2
9/17/2021	Audit Innovation Tech Update (IW-2474)	1
9/6/2021	Leases Module 1: Overview of Lessee Accounting (Self-Study))	1
9/6/2021	keynet SharePoint Online & Teams Collaboration Training (Self-Study)	0.5
8/20/2021	Pulling it All Together - A Refresher on Certain COVID-19 Funding A&A Considerations	1
7/29/2021	HEERF Accounting Refresher: A Year-End Guide (EW-2390)	1
7/21/2021	2021 Nonprofit, Higher Education, & Public Sector Virtual Industry Session (IW-2268)	4
7/16/2021	2021 Single Audit Update (IW-2392)	1.5
5/21/2021	Using the Work of Internal Audit: Update to BKD Policy (IW-2348)	1
3/2/2021	2021 Higher Education R3 Summit: Risks. Regulations. Reputation. (VC-2232)	3
2/24/2021	GASB Fiduciary Activities: What to Look For (IW-2258)	1.5
1/19/2021	IT Security Awareness Browser and Internet Security 2021	0
12/10/2020	Statement of Cash Flows: Common Errors & How to Find Them (IW-2199)	1
12/10/2020	Top 10 Plus Ethical Challenges that Could Jeopardize Your Career (IW-2198)	1
12/3/2020	25th Annual Governmental GAAP Update	4
11/19/2020	Tales From the BKD Vault - Case Studies in Behavioral Ethics (IW-2165)	1
11/19/2020	Managing Engagements - The Engagement Management Dashboard (IW-2166)	1
11/18/2020	BKD's Guide to Public Sector Accounting: Common GASB Accounting Issues	1
11/17/2020	Introhive (Self-Study)	0.5
11/6/2020	IT Security Awareness - Social Engineering	0.2
11/6/2020	The Big Elephant in the Room: CARES Act Funding	1
11/6/2020	Independence at BKD (Self-Study)	1
11/4/2020	2020 A&A Annual Update - Core Concepts Update (IW-2121)	2
11/4/2020	2020 A&A Annual Update (IW-2121)	3.5
10/23/2020	Tribal Finance and Accounting Conference	4
9/22/2020	BKD Edge Day 1 - 2 (Self-Study)	0.5
9/17/2020	2020 Single Audit Update - Part 2 (IW-2107)	1

Robyn Devore

Date	CPE Course Completed	Hours
9/17/2020	Redefining BKDconnect - Tips and Tricks on Increasing Functionality (IW-2111)	1
9/16/2020	Internal Controls, Conflicts of Duties & Other Items Relevant to Risk Assessment	1
8/22/2020	Internal Grants Management Training (IW-2089)	3.5
8/20/2020	2020 Virtual Public Sector Seminar (VC-2045)	4
8/17/2020	A&A Response to COVID-19 (Self-Study)	1
8/13/2020	BKD's Guide to Public Sector Accounting: Single Audit Testing Basics Refresher	1
7/22/2020	Annual Partner/Managing Director Business Meeting (IW-2033)	2.6
7/14/2020	BKD Materiality Methodology Training (V-1990)	4
6/17/2020	Virtual LC20 General Session (IW-1975)	2
5/29/2020	2020 Single Audit Update (IW-1956)	1
4/29/2020	Clearing the Air: Quick Updates on Public Sector COVID-19 Changes (EW-1930)	1
4/23/2020	En Route to Financial Health? Three Business Drivers to Consider (EW-1874)	1.5
2/11/2020	Higher Education R3 Summit: Risks. Regulations. Reputation. (EL-1737)	4
1/10/2020	SKY Professional Development Series: 50 Ways to Fight Bias (IL-1746)	2
1/10/2020	Teammate Analytics (IL-1769)	2

Kirsty Morrison

Date	CPE Course Completed	Hours
12/9/2022	Ethics: Back to Basics	1
12/9/2022	SAPs & Other Extent of Evidence Topics (FORVIS FTD - Assurance Session)	2
11/18/2022	Group Audits (FORVIS FTD - Assurance Session)	2
11/4/2022	2022 Assurance Annual Update - GAAS Focus	3
9/23/2022	Nothing New Under the Sun: Case Studies in Behavioral Ethics	1
9/23/2022	GASB Update: From GASB 89 to Upcoming Projects	1.5
9/16/2022	2022 Assurance Annual Update - Financial Reporting Focus	2
9/9/2022	Extent of Evidence Training	8
8/1/2022	2022 Annual AICPA Employee Benefit Plan Conference Update (Self-Study)	1
7/22/2022	Audit Methodology Kickoff	2

Kirsty Morrison

Date	CPE Course Completed	Hours
7/17/2022	Introduction to Coaching (Interactive Video)	1
7/17/2022	Receiving Constructive Feedback (Video)	0
6/14/2022	2022 Single Audit Update (IW-2735)	1.5
5/19/2022	Audit Integration Update (IW-2741)	2
5/10/2022	2022 Single Audit In-Charge Training (IW-2716)	5.5
5/6/2022	OSCPA's Governmental Accounting and Auditing Conference	17
4/8/2022	2022 Employee Benefit Plan Annual Update (IW-2624)	2
4/3/2022	Leases Module 4: Transition (Self-Study)	1
4/3/2022	Leases Module 6: Special Issues (Self-Study)	0.5
4/3/2022	Leases Module 7: Auditing Considerations - Lessee Accounting (Self-Study)	0.5
4/1/2022	Leases Module 3: Core Concepts (Self-Study)	1
4/1/2022	Leases Module 2: Effective Dates, Scope, & Definition (Self-Study)	0.5
12/10/2021	GASB Leases (IW-2583)	1.5
12/10/2021	Lessons Learned from Litigation (When other CPA Firms Get Sued) (IW-2582)	1
11/12/2021	Understanding & Leveraging BKD's Audit Technology Tools (IW-2551)	1
11/12/2021	2021 A&A Annual Update - General Session (IW-2548)	3.5
11/12/2021	LeaseVision & Other Lease Tools (IW-2550)	1
11/12/2021	Recognizing Fraud & Fraud Risks (IW-2549)	1
11/11/2021	State & Local Government Client Affiliates (Self-Study)	0.5
11/11/2021	Leases Module 1: Overview of Lessee Accounting (Self-Study))	1
10/22/2021	Journal Entry Testing (IW-2517)	1
10/22/2021	Winning at All Costs: Case Studies in Behavioral Ethics (IW-2511)	1
10/6/2021	2021 Level 5	21.5
9/17/2021	Audit Innovation Tech Update (IW-2474)	1
8/23/2021	keynet SharePoint Online & Teams Collaboration Training (Self-Study)	0.5
8/22/2021	2021 Single Audit Update (Self-Study)	1.5
8/20/2021	Pulling it All Together - A Refresher on Certain COVID-19 Funding A&A Considerations (IW-2429)	1
6/4/2021	Student Financial Assistance Basics - Part 1 (Self-Study)	0.5
6/4/2021	Student Financial Assistance Basics - Part 2 (Self-Study)	0.5

Kirsty Morrison

Date	CPE Course Completed	Hours
5/21/2021	2021 Annual AICPA Employee Benefit Plan Conference Update (IW-2344)	1
5/21/2021	Using the Work of Internal Audit: Update to BKD Policy (IW-2348)	1
4/16/2021	2021 Employee Benefit Plan Annual Update (IW-2285)	2
2/25/2021	Wrapping Up Audits Tips & Best Practices	1
2/24/2021	GASB Fiduciary Activities: What to Look For (IW-2258)	1.5
1/20/2021	Overview of the Comprehensive Annual Financial Report (CAFR)	1
12/10/2020	Top 10 Plus Ethical Challenges that Could Jeopardize Your Career (IW-2198)	1
12/10/2020	Statement of Cash Flows: Common Errors & How to Find Them (IW-2199)	1
12/9/2020	GASB 68: Pensions & GASB 75: Other Post-employment Benefits (OPEB) - an Overview & Best Practices	1
11/19/2020	Managing Engagements - The Engagement Management Dashboard (IW-2166)	1
11/19/2020	Impairment of Nonfinancial Assets (Self-Study)	0.5
11/19/2020	Tales From the BKD Vault - Case Studies in Behavioral Ethics (IW-2165)	1
11/19/2020	Debt Modifications - Including Trouble Debt Restructurings (Self-Study)	0.5
11/19/2020	Lease Concessions Related to the COVID-19 Pandemic (Self-Study)	0.5
11/18/2020	BKD's Guide to Public Sector Accounting: Common GASB Accounting Issues	1
11/18/2020	Going Concern Considerations (Self-Study)	0.5
11/18/2020	Impairment of Financial Assets (Self-Study)	0.5
11/16/2020	2020 Employee Benefit Plan Annual Update (Self-Study)	3
11/12/2020	2020 A&A Annual Update (IW-2121)	3.5
11/11/2020	2020 A&A Annual Update - Core Concepts Update (IW-2121)	2
10/26/2020	Independence at BKD (Self-Study)	1
9/23/2020	2020 Audit Level 4	19.5
9/17/2020	Redefining BKDconnect - Tips and Tricks on Increasing Functionality (IW-2111)	1
9/17/2020	2020 Single Audit Update - Part 2 (IW-2107)	1
9/16/2020	Internal Controls, Conflicts of Duties & Other Items Relevant to Risk Assessment	1
8/13/2020	BKD's Guide to Public Sector Accounting: Single Audit Testing Basics Refresher	1
6/29/2020	A&A Response to COVID-19 (Self-Study)	1
6/22/2020	BKD Materiality Methodology Training (V-1990)	3.5
6/17/2020	Virtual LC20 General Session (IW-1975)	2

Kirsty Morrison

Date	CPE Course Completed	Hours
5/29/2020	2020 Single Audit Update (IW-1956)	1
5/15/2020	2020 Single Audit In-Charge (IW-1918)	7
3/27/2020	TeamMate Analytics Overview, Sampling & Journal Entry Testing (Self-Study)	1
3/27/2020	Business Development for BKD Senior Associates	0.5
3/27/2020	Rule Your Technology: Choice 4 of 5 Choices of Extraordinary Productivity	1
3/27/2020	Fuel Your Fire: Choice 5 of the 5 Choices to Extraordinary Productivity	1
3/25/2020	Schedule the Big Rocks: Choice 3 of the 5 Choices to Extraordinary Productivity	1
3/25/2020	Act on the Important: Choice 1 of the 5 Choices to Extraordinary Productivity	1
3/23/2020	Go for Extraordinary: Choice 2 of the 5 Choices of Extraordinary Productivity	1
1/10/2020	Teammate Analytics (IL-1769)	4
1/10/2020	SKY Professional Development Series: 50 Ways to Fight Bias (IL-1746)	2

About FORVIS

FORVIS

An Enhanced Professional Services Firm

What's going to happen tomorrow? You can't predict the future, but you can prepare for it. To thrive in an environment that moves faster every day, business leaders must be able to look ahead and be ready for what comes next.

That's where **FORVIS** can help. Driven by the desire to anticipate what's next in the economic landscape, our goal is to help our clients be ready when the future becomes the present. We're committed to using our exceptional vision to provide each of our clients with an **Unmatched Client Experience™** that drives business forward.

FORVIS was created by the merger of equals between BKD and DHG. We aim to carry on our respective legacies of high-touch personal service delivered with remarkable integrity, care, and innovation—all now backed by the resources of a top 10 U.S. public accounting firm.

“

With national coverage and international presence, we're stronger: for our clients, our people, and the market of the future.

”



Tom Watson
Chief Executive
Officer

Forward Vision Drives Our Unmatched Client Experiences

As a FORVIS client, you will benefit from a single organization with the enhanced capabilities of an expanded national platform, deepened industry experience, greater resources, and innovative advisory services. Our aim is to provide assurance, tax, and advisory services that help clients succeed today while preparing them to forge ahead into a clear future.

Our eye on the future isn't exclusively directed toward our clients. We want our people—at every level, in every office—to be motivated by engaging career paths that challenge and inspire them to grow personally and professionally. Our partners and staff are the foundation of the firm, and when they have the opportunity to flourish, the result is Unmatched Client Experiences.

We are FORVIS—driven by a commitment to anticipating what's ahead so our clients are ready to thrive when it arrives.

8th

Largest
U.S. Firm*

530+

Partners &
Principals

28

States + U.K. &
Cayman Islands**

10+

Industries

5,700+

Team Members

72

Markets



FORVIS is a member of Praxity™, an international alliance of independent accounting firms that offers multinational clients access to resources around the world.
* FORVIS was ranked number eight on Inside Public Accounting's 2022 annual ranking of accounting firms by revenue.
** Services outside the United States are provided through our subsidiaries and/or affiliates.

FORV/S