

STATEMENT OF WORK
No. 269432-126461-CAS

This Statement of Work (this "SOW") dated January 1, 2026 is entered into by and between Sikich LLC ("Sikich", "we", "us" or "our") and the Village of Poplar Grove ("Client", "you", or "your") pursuant to the Master Professional Service Agreement dated September 12, 2024 between Sikich and the Client (the "Agreement"), all terms of which are hereby incorporated herein reference.

First, it is important that you understand that our services will not satisfy any requirements for an audit in accordance with generally accepted auditing standards. We are accepting this engagement as accountants rather than as auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

NOW, THEREFORE, for and in consideration of the foregoing premises, and the agreements of the parties set forth below, Sikich and Client agree as follows:

We will perform the following services (collectively, the "Services") listed in Addendum 1.

Our accounting services will be performed through December 31, 2026, and will not include preparation of financial statements.

OTHER NONATTEST SERVICES

In addition to the information provided by you in connection with our provision of Services related to your financial records, if included in Addendum 1, you will furnish us with all the information required for preparing tax returns, including but not limited to payroll tax returns and the State(s) sales and use tax return, or any other non-income related returns. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional information.

If you have activity in a state other than that specifically listed, you are responsible for informing us of any additional states as well as providing Sikich with all the information necessary to prepare those state sales and use tax returns. Any additional state sales and use tax returns will be prepared as a separate engagement. If you have sales and use tax filing requirements in a given state but do not file that return, there could be possible adverse consequences such as an unlimited statute of limitations, penalties, etc. The "Corporate Transparency Act" (CTA) is designed to combat tax fraud, terrorism financing, and money laundering. It requires corporations, LLCs, and similar entities to disclose information about beneficial owners to the Treasury Department (FinCEN). CTA will require certain entities to file reports identifying the beneficial owners of the entity as well as the individual who filed applications to form the entity or register it to do business. Detailed regulations have been issued that specify who must file new reports; when they must file; and what type of information that must be submitted. These CTA forms will have a wide-ranging impact on businesses of all sizes and in all industries, and there will be significant penalties for non-filing or late filing. Sikich will not be responsible for preparing any CTA forms or reports for the Client, unless engaged to do so in writing with a separate SOW (Statement of Work). It is the Client's sole responsibility to identify its CTA filing requirements, and to determine who will prepare these forms for the Client.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services our services will continue to be governed by the terms of this Agreement.

MANAGEMENT RESPONSIBILITIES

We, in our sole professional judgment, reserve the right to refuse to take any action that could be construed as assuming management responsibilities. You agree to make all management decisions, perform all management functions, and assume all management responsibilities for the Services; oversee the Services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the Services performed; and to accept responsibility for

the results of the Services, including decisions regarding the implementation of any recommendations provided by us. Client will establish and maintain internal controls relevant to its organization, including the security of email accounts or other methods used to communicate with our engagement team members, and monitoring the effectiveness of their operation.

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

In connection with this Agreement, we may communicate with you or others via e-mail transmission. As emails can be intercepted and read, disclosed or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of e-mails transmitted by us or in connection with the performance of this Agreement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits or disclosure or communication of confidential or proprietary information. Communications by email are authorized unless written objection is provided to us prior to any such communication.

Our fees for the Services listed in Addendum 1 will be based upon the hourly rates listed below in effect during the performance of our work.

Staff	\$166
Senior	\$183
Manager	\$225
Senior Manager	\$292
Director	\$345
Principal	\$385

You may request that we provide additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and will bill you using an hourly rate based on the table above. We may also issue a separate Statement of Work covering the additional services. In the absence of any other communication from us documenting such additional services, our services will continue to be governed by the terms of this SOW.

ACCEPTANCE

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,



Anna Cadmus, CPA
Principal
On behalf of Sikich LLC

RESPONSE:

This letter correctly sets forth the agreement of the Village of Poplar Grove.

Acknowledged:

Name _____

Title _____

Date _____

ADDENDUM 1
Accounting Services
No. 269432-126461-CAS

Sikich LLC will provide, unless otherwise noted, ongoing outsourced accounting services for the Village of Poplar Grove accounting and financial process.

Specifically, we will focus on the following:

10.01 Monthly Accounting

- Assist with preparation of the monthly bank reconciliations
- Assist with preparation of required journal entries and appropriate schedules for month end close

10.05 1099 Processing

- Assist the Village with processing 1099s utilizing the Village's BS&A software. The Village is responsible for identify vendors subject to 1099 filing and obtaining W9s.

10.08 Audit Preparation

- Assist the Village with audit preparation for the fiscal year ended April 30, 2026

10.10 Budget Preparation

- Assist the Village with budget & annual tax levy preparation, as requested

10.12 Payroll Processing

- Process biweekly payroll utilizing the Village's BS&A payroll module
- Direct deposit of payroll checks through the Village's Solutions Bank account
- Transmission of federal and state tax deposits
- Process payment of payroll-related vendor checks and retirement benefits
- Process and submit union reports

10.13 Payroll Tax Returns

- Preparation and electronic filing of Illinois payroll tax returns
- Preparation of federal payroll tax returns for signature & mailing by the Village

10.14 W-2 Preparation

- Assist the Village with processing W-2s utilizing the Village's BS&A software.

The Village of Poplar Grove is responsible for:

- Providing Sikich with remote access to the BS&A software, Solutions Bank, and any other access needed to remit federal and state tax deposits or other payroll deductions
- Providing timecards for hourly employees, which should be reviewed for accuracy by the Public Works Director and the Village Treasurer
- Providing any other payroll updates, including but not limited to bank account changes, address changes, pay rate changes, and changes in payroll deductions