



City of Republic



Audit Proposal
2022

KPM
CPAS & ADVISORS



July 29, 2022

City of Republic
Laura Burbridge, City Clerk
213 N. Main Avenue
Republic, MO 65738

Dear Laura:

The City of Republic (the City) continues to be a stable place for families to live in grow in Greene and Christian Counties. As the City is committed to its nearly 18,750 residents, KPM CPAs, PC (KPM) is devoted to the communities in which we live and work. At KPM, commitment to the area of governments goes beyond financial audits. Many of our shareholders and professional staff serve in leadership roles on boards and professional organizations serving local governments. At KPM, the dedication of time, resources, and expertise is a standard we are dedicated to maintaining.

As one of the largest locally owned CPA and advisory firms in Southwest Missouri and a top Midwestern firm, we believe we have the resources to continue to serve the City. The size of our firm provides us with a broad base of technical expertise, which comes from the knowledge of our staff. In addition, through our extensive experience working with more than 150 governmental entities across Missouri, including Republic R-III School District, Christian County, and Greene County, KPM understands local economic issues.

We are excited about the prospect of continuing to serve the City and build upon our strong working relationship. Please contact me by phone at 417-882-4300 or by email at jcummings@kpmcpa.com, should you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Jonathan Cummings'.

Jonathan G. Cummings, CPA, CGMA
Shareholder

www.kpmcpa.com

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Member of The Leading Edge Alliance

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Response to Request for Proposal

Interested firms are encouraged to use their own preferred style and format in preparing a proposal; however, it is suggested the proposal include at least the following:

Below is KPM CPAs, PC's (KPM) response to the City of Republic's (the City) request for proposal.

1. Audit Approach

Full description of the firm's planned audit approach and procedures used for this engagement.

Our general audit approach is to develop an audit program modified to meet your specific accounting and operating environments. Your needs are unique and change as the City continues to grow. We tailor every audit to the needs of the individual client by reducing the use of packaged or standardized procedures and encouraging innovative, efficient audit planning, audit procedure design, and engagement administration. To develop this specific audit program, we first gain an understanding of the City, its various locations, its systems, and internal controls by reviewing a selection of organizational charts, employee handbooks, procedural manuals, and the financial reports in budgeted and actual form. We also use interviews and observation to assist us in developing an audit program as these methods allow us to exercise our professional judgment to identify key areas of risk to be targeted within the audit engagement. The audit documentation and financial statements are subject to a quality review prior to issuance. Our detailed audit approach can be summarized in the following phases:

Phase 1

- Orientation – Our review of the audit's objectives, the principles of engagement administration, and any other important features of the City.
- Planning – We will perform inquiries, walk-throughs, observation, and analytical and substantive procedures to acquire a knowledge and understanding of the City and your environment. This will include internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures based on our risk assessments. We will review prior years' auditor's reports and documentation, prepare time budgets, perform preliminary analytical procedures, assign tasks to members of our engagement team, and establish priorities for the completion of the audit. In addition, we will provide a 'To Be Provided by Client' list via Suralink at least three weeks prior to the arrival of the audit team. Suralink's secure portal offers a convenient way to facilitate the secure transfer of information between KPM and our clients.

Phase 2

- Audit Performance – We will use tailored audit programs prepared during our planning of the engagement to guide us through the necessary fieldwork (analytical procedures, internal controls, and substantive testing) to gain sufficient audit evidence to support our opinion on the financial statements. This will include our performance of the compliance audit of the federal programs, if required, and any other applicable compliance requirements.



Phase 3

- Audit Completion – We will assist you in the preparation of financial statements and footnotes. In addition, we will prepare our applicable reports on compliance and internal controls, noting any findings accordingly. We will then provide a draft of the above reports to the City’s management prior to its release.
- Report Preparation – After management’s review of the draft financial statements, we will prepare a final report on the basic financial statements as well as recommendations on operating procedures and internal controls for management. If so desired, we also will discuss the report and comments with the City’s officials prior to its release.
- Report Delivery – We will present the audit, audit findings, and recommendations to the City’s officials.

2. Response to RFP Requirements & Proposed Work Schedule

Response to the conditions and requirements outlined in the RFP, including the proposed work schedule. Any reservations or exceptions to the RFP should be fully explained, as the City intends to incorporate the RFP and proposal into the final contract by reference.

Response to RFP Requirements

KPM has proudly served the City since 2016 and understands the City is requesting a financial statement audit with a single audit performed under Uniform Guidance, if needed. Our audits are performed in accordance with Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Office of Management and Budget’s (OMB) Uniform Guidance (formerly OMB Circular A-133), in addition to Generally Accepted Accounting Principles and those promulgated by the American Institute of CPAs (AICPA), Government Finance Officers Association, and National Council on Governmental Accounting. Uniform Guidance Single Audits are required if federal award expenditures exceed \$750,000 in one year, and with more than 200 non-profit and governmental clients in Missouri, we perform many single audits for clients who meet this requirement annually.

Governmental Expertise

Our experienced advisors work with more than 200 governmental and non-profit entities across the state. To remain current with regulatory requirements, our team members regularly attend educational events and courses. The auditors assigned to the City’s audit annually receive 40 hours of continuing education, including 24 hours specific to the governmental industry. We are committed to meeting all state and federal continuing education requirements, and our audit team is qualified to perform yellow book audits.

To supplement our industry dedication, KPM is involved in associations locally, regionally, and nationally. Our professionals are not only involved as participants in conferences and courses but also are often recognized for their expertise and knowledge and requested to serve as presenters or instructors at local and national conferences, as well as serving on committees within these areas, including:

- AICPA Governmental Audit Quality Center (GAQC)
- Association of Government Accountants (AGA)
- AGA Ozarks Chapter
- Missouri City Clerks & Finance Officers Association
- Missouri Municipal League
- Missouri Association of Counties
- Missouri Association of County Auditors
- Missouri Society of CPAs (MOCPA) Peer Review Executive Committee
- MOCPA Governmental Accounting Committee

Our involvement in statewide city and county associations also has led us to sponsor and exhibit at various industry conferences. For more information on KPM’s municipality experience and services available, please see the profile sheet in the Appendix.

Proposed Work Schedule & Process

We understand the importance of timeliness when providing services to governmental clients and always strive to provide timely services that meet or exceed deadlines. As such, we anticipate preliminary fieldwork for the City to begin in January 2023 and fieldwork to occur in March 2023. We then expect the draft of the audited financial statements to be issued and delivered to the City by mid-June 2023, with the final reports being issued no later than June 30, 2023 to comply with Electronic Municipal Market Access (EMMA) by Municipal Securities Rulemaking Board and state auditor deadlines. Our timeline proposal is based on anticipated cooperation from the City and its representatives and does not include allowances for unforeseen circumstances beyond the City or KPM’s control.

As the City has experienced in recent years, it is our goal to provide a smooth audit process with minimal disruption to the City’s daily operations. This goal remains for future engagements. In preparing for your engagement, KPM will meet with the Finance Director to discuss a timely, efficient, and effective work plan to meet the City’s needs each year. We strive to keep open lines of communication with the City’s leadership team to keep them apprised of any assistance we will need from your accounting personal throughout the engagement, including requesting any necessary files needed to complete engagement activities and prepare the required reports.

3. References & Representative Clients

Listing of present and former governmental clients for whom the local office of the firm has performed auditing services within the past three years, similar to those outlined in the RFP, including the names, addresses, and phone numbers of persons who may be contracted as referenced. Indicate which are current clients of the firm.

Representative Clients

KPM is proud to work with more than 45 municipalities throughout Missouri providing similar audit services. Current clients include:

City of Ava	City of Louisiana
City of Bowling Green	City of Mountain Grove
City of Branson West	City of Mt. Vernon
City of Buffalo	City of Neosho
City of Carthage	City of Oronogo
City of Conway	City of Pleasant Hope
City of Crane	City of Richland
City of El Dorado Springs	City of Rogersville
City of Forsyth	City of Southwest City
City of Highlandville	City of Stockton
City of Humansville	City of Warsaw
City of Kimberling City	City of Waynesville
City of Leeton	City of Webb City
City of Liberal	City of West Plains
City of Linn Creek	City of Willard

References

Please feel free to contact the following client references, as they can speak to KPM's level of expertise in providing governmental audit services:

City of Bolivar

Contact Name: Natalie Scrivner, Finance Director

Phone: 417-328-5801

Address: 345 S. Main Avenue | Bolivar, MO 65613

City of St. Robert

Contact Name: Edna Givins, Finance Officer

Phone: 573-451-2000

Address: 194 Eastlawn Avenue, Suite A | Saint Robert, MO 65584

City of Warrensburg

Contact Name: Marcella McCoy, Finance Director

Phone: 660-262-4640

Address: 102 S. Holden Street | Warrensburg, MO 64093

4. Governmental Clients Lost

Listing of all governmental clients served by the local office of the firm that have been lost (no longer clients) within the last three years, and provide reasons for the loss.

In the last three years, KPM has lost the following governmental clients: Gainesville R-V School District, Humansville R-IV School District, Bradleyville R-I School District, and Southwest R-V School District. These entities elected to utilize a former KPM employee who opened their own business, as they had a long-term relationship with that individual.

5. Engagement Team

Professional resumes on all employees of the firm who will be assigned to this engagement, indicating specific auditing experience to date, with a clear indication as to what specific responsibility each individual will have.

Following are brief resumes for the professionals who will be assigned to the City. While these individuals would have principal responsibility for this engagement, they also have the full resources of the entire firm supporting them. This approach gives our clients the benefit of our firm size while receiving the level of service that can only be achieved through individual attention. The audit of the City will be performed under the supervision of Jonathan G. Cummings, CPA, CGMA and shareholder of KPM.

**Jonathan G. Cummings, CPA, CGMA | Primary Shareholder**

Jon has more than 20 years of audit experience and is the co-leader of the audit and assurance department. He also helps lead the firm's governmental team and primarily serves clients in the non-profit, education, and governmental industries. Jon's practice emphasis includes municipalities, utilities, counties, school districts, charter schools, colleges, non-profit organizations, and special districts. He is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Association of Government Accountants, MOCPA Audits of School Districts Committee, and former member of the MOCPA Governmental Accounting Committee. He graduated from Arkansas State University with his B.S. degree in Accounting and his MBA degree. In addition to being a Certified Public Accountant, Jon is an AICPA Chartered Global Management Accountant.

**Rebecca J. Baker, CPA | Alternate Shareholder & Technical Advisor**

Rebecca has more than 15 years of audit experience and serves clients in the non-profit, education, and governmental industries. Her practice emphasis includes municipalities, counties, school districts, colleges, utilities, and non-profit organizations. Rebecca is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Association of Government Accountants, Accounting & Financial Women's Alliance, and MOCPA Governmental Accounting Committee. She also is involved in the community, serving as treasurer of Team ANA 417 and volunteering with Ronald McDonald House Charities of the Ozarks. Rebecca graduated from Missouri State University with her B.S. degree in Accounting and holds the Advanced Single Audit Certificate from the AICPA.

**Sandra G. Barrera, CPA | Audit Manager & Remote Audit Team Member**

Sandra has more than 15 years of audit experience and primarily serves clients in the education, governmental, and non-profit industries. Her practice emphasis includes municipalities, school districts, colleges, utilities, and counties. Sandra is a member of the American Institute of CPAs (AICPA), Missouri Society of CPAs (MOCPA), Michigan Association of CPAs, American Woman's Society of Certified Public Accountants, and National Association of Professional Women. She is a former member of the MOCPA Governmental Accounting Committee and presents at seminars, conferences, and training events addressing topics that affect government audits, reporting, and budgeting. Sandra graduated from the University of Wisconsin with her B.S. degree in Accountancy.

**Madison B. Moore, CPA | Alternate Audit Team Member & Special Testing Supervisor**

Madison has more than four years of experience and provides audit services to clients in the non-profit and governmental industries. Her practice emphasis includes municipalities, counties, utilities, school districts, special districts, colleges, and non-profit organizations. Madison is a member of the American Institute of CPAs and Missouri Society of CPAs. She also is active in the community, having volunteered with the United Way of the Ozarks. Madison graduated from College of the Ozarks with her B.S. degree in Accounting.

**Ethan J. Whiteis | Audit Team Member**

Ethan has more than two years of experience and provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, counties, school districts, special districts, colleges, and non-profit organizations. Ethan graduated from College of the Ozarks with his B.S. degree in Accounting and is currently pursuing his CPA certification.

**Nicolas S. Sterling | Audit Team Member**

Nick provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, counties, school districts, colleges, special districts, and non-profit organizations. Nick graduated from Southwest Baptist University with his B.S. degree in Accounting and is currently pursuing his CPA certification.

**William M. Koch | Alternate Audit & Special Testing Team Member**

Will provides audit services to clients in the non-profit and governmental industries. His practice emphasis includes municipalities, school districts, counties, colleges, special districts, and non-profit organizations. Will graduated from Southwest Baptist University with his B.S. degree in Accounting and Information Assurance and is currently pursuing his CPA certification.

6. Time Commitment

Information as to what time commitment or workload is presently assigned to each person who will be working on this engagement.

As the City's current auditor, your full-time engagement team will continue to consist of the individuals listed below but also may be served by any member of KPM's professional staff on a part-time basis.

- Jonathan G. Cummings, CPA, CGMA – Primary Shareholder
- Rebecca J. Baker, CPA – Alternate Shareholder & Technical Advisor
- Sandra G. Barrera, CPA – Audit Manager & Remote Audit Team Member
- Madison B. Moore, CPA – Alternate Audit Team Member & Special Testing Supervisor
- Ethan J. Whiteis – Audit Team Member
- Nicolas S. Sterling – Audit Team member
- William M. Koch – Alternate Audit & Special Testing Team Member

7. Technical Assistance Available

Indication as to the degree of technical assistance that will be provided to the City throughout the fiscal year (outside of the audit process).

KPM understands proactive communication is vital during the audit process. Your engagement team's key individuals are available throughout the year to answer questions and provide technical consultations on matters related to the City's engagement.

Fees for consulting throughout the year will depend on the level of assistance required. We do answer routine operational, bookkeeping, and related questions, at no additional charge. If the consulting matter requires significant additional time or a separate service is required, we will discuss it with you, arrive at a fee estimate, and obtain an engagement letter.

8. Proposed Fees

Proposed fee for the engagement, for each of the five years.

Fees shall be based on the expertise and time required of assigned engagement team members as well as the nature and complexity of the requested services. Our fees also are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during your engagement.

City of Republic Audit Fees					
	2022	2023	2024	2025	2026
Financial Statement Audit	\$29,250	\$30,650	\$32,150	\$33,750	\$35,000
Uniform Guidance Single Audit*	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500

**A Uniform Guidance Single Audit is only required if federal award expenditures exceed \$750,000 in one year*

9. Proposed Billing Schedule

Proposed billing schedule.

Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. The final invoice for services will be billed after the presentation of the final audit report to the City.



| 45+

Municipalities Across
The Midwest

Appendix

Municipality Profile

Municipality Expertise

Accounting, Tax, & Consulting Services for Municipalities

Municipalities are funded with taxpayer money and have an obligation to the citizens they serve. As such, fiscal responsibility, transparency, and efficiency are top priorities — ones we respect and understand well. Our broad experience includes financial statement and single audits, forensic accounting, GASB standards implementation, and rate studies.

WE CAN HELP YOU WITH

- ▶ Accounting Outsourcing
- ▶ Employee Benefit Plan Audits & Consulting
- ▶ Financial Statement Audits
- ▶ Fraud Detection & Investigation
- ▶ Human Resources Consulting
- ▶ Internal Control Reviews
- ▶ Payroll Tax Services
- ▶ Uniform Guidance Single Audits
- ▶ Water & Sewer Rate Studies

SERVING 45+ MUNICIPALITIES

We are involved in associations locally, regionally, and nationally:

- American Institute of CPAs Governmental Audit Quality Center
- Association of Government Accountants
- Missouri Association of Counties
- Missouri City Clerks & Finance Officers Association
- Missouri Municipal League
- Missouri Society of CPAs (MOCPA)
- MOCPA Governmental Accounting Committee



SUPPORTING MUNICIPALITIES

Our firm has a strong history of providing services to clients since 1966, and we understand every municipality is different. Our advisors will customize your services based on your size, budget, regulatory profile, and growth plans.

417-882-4300 | info@kpmcpa.com

www.kpmcpa.com | [#KPMCPAs](https://twitter.com/KPMCPAs)

1445 E. Republic Road | Springfield, MO 65804



KPM
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Let's Connect

Contact Us Today To Speak With Our Advisors

Our Firm

Founded in 1966, KPM has offices in Springfield and Branson, Missouri. KPM is one of the largest locally owned CPA and advisory firms in Southwest Missouri (Springfield Business Journal), a top Midwestern firm (Accounting Today), and a top 300 firm in the U.S. (INSIDE Public Accounting). We also are ranked as one of 'America's Best Tax & Accounting Firms' (Forbes). We believe the size of our firm provides us with a broad base of technical expertise, which comes from the vast experience of our professionals. KPM also is proud to offer articles and other valuable resources to help keep our clients informed on our website at www.kpmcpa.com.

In addition, KPM is a member of The Leading Edge Alliance (LEA Global). Founded in 1999, LEA Global is one of the largest international associations in the world, creating a high-quality alliance of nearly 200 independently owned accounting and consulting firms focused on accounting, financial, and business advisory services. LEA Global firms operate from 450 offices in more than 100 countries, giving clients of LEA Global firms access to the knowledge, skills, and expertise of 1,600 partners and 16,000 staff members.



For more information, please see our firm profile on the following page.

Firm Profile

Why Choose KPM?

↳ **Nationally Ranked, Locally Invested, & Personally Committed**

We offer a wide range of accounting and advisory services so our clients may make informed financial decisions. Our CPAs and advisors put client service above all else. We never stop working to help you solve problems and find innovative ways to address the things that keep you up at night.

WE CAN HELP YOU WITH

-  Accounting Outsourcing
-  Forensic & Valuation Services
-  Management Consulting
-  Audit & Assurance
-  Human Capital Solutions
-  Tax
-  Employee Benefit Plans
-  IT Consulting
-  Wealth Planning

INDUSTRY EXPERTISE

CONSTRUCTION & REAL ESTATE
EDUCATION
FINANCIAL INSTITUTIONS
GOVERNMENTAL

MANUFACTURING & DISTRIBUTION
NON-PROFIT
PROFESSIONAL SERVICES
RETAIL & HOSPITALITY

► WE SPEAK YOUR LANGUAGE

We have served clients in highly-regulated industries since 1966. Our advisors thrive on connecting with clients to help them make wise financial decisions and grow their businesses.

► AT A GLANCE

We are a top Midwestern firm, top 300 firm in the U.S., and one of the largest locally-owned CPA and advisory firms in Southwest Missouri. With nearly 100 professionals, we have the depth of resources to provide a broad base of technical expertise, while also delivering the individualized attention our clients deserve.

KPM
CPAS & ADVISORS

You Can 'Account' On Us.

Contact Us To Help Solve Your Problems

YOU CAN EXPECT



Client-Centered Solutions

We are still a Midwestern firm that puts clients first. You can rely on our advisors to inform you of timely opportunities, quickly identify pertinent issues, and promptly provide solutions.



Community-Focused Firm

We believe in building stronger communities through the commitment of time, resources, and expertise and understand you must lead by example to create engaged societies.



Far-Reaching Resources

We are a member of The Leading Edge Alliance. This membership includes access to a high-quality association of nearly 200 firms focused on accounting and business advisory services.



Technically Sound Advisors

We are involved in associations locally, regionally, and nationally. Remaining apprised of industry trends, evolving tax laws, and accounting regulations allows us to better serve our clients.

We are an open book. How we treat clients and each other is clearly spelled out in our mission, vision, and values. For us, it's all about enriching the lives of our clients, communities, and professionals.

CORE VALUES



BALANCE
INNOVATION

RESPECT
SPIRIT

TEAMWORK
TRUST

► MISSION

KPM is committed to enhancing the lives of our clients, communities, and professionals.

► VISION

KPM will provide innovative solutions and insights to help clients prosper.

KPM
CPAS & ADVISORS



Let's Connect
Enough About Us. How We Can Help You?

417-882-4300 | info@kpmcpa.com

www.kpmcpa.com | [#KPMCPAs](https://twitter.com/KPMCPAs)

1445 E. Republic Road | Springfield, MO 65804



Quality Control

KPM's quality begins with the audit teams serving our clients. Our governmental and non-profit audit teams work exclusively in those industries. As such, all training and professional development resources are dedicated to enhancing the knowledge of our auditors on the subjects of governmental and non-profit accounting and auditing. This industry focus allows our auditors to assess client conditions and adapt audit procedures to each situation.

Our clients can be confident their financial reports have been subjected to the most stringent review of technical compliance and reporting excellence through our technical review process. This process oversees that our engagements meet our high-quality standards. As a condition of the monitoring element of our quality control policies and procedures, we require all audit reports to be subjected to an independent second review by one of our audit shareholders prior to the reports being issued.

Our commitment to quality is further evidenced by our memberships in the AICPA Governmental Audit Quality Center (GAQC) and Private Companies Practice Section of the AICPA, and as such, we adhere to the established peer review requirements and practice guidelines. Members of GAQC demonstrate their commitment by voluntarily agreeing to adhere to their membership requirements, including designating a shareholder responsible for their non-profit and governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making peer review report findings publicly available.

Peer review reports provide clients with assurance knowing the reviewed firm has adequate internal controls in place to provide a quality product that conforms to all applicable audit standards. The review and comparison of peer review reports of prospective auditing firms is a critical step in the selection of a quality auditing firm. The lack of a peer review report or deficiencies reported could indicate the presence of elevated risks associated with engaging that firm.

We are happy to report that we received a peer review rating of pass with respect to our firm's quality control procedures during our most recent peer review. You can find a copy of our report on the following page.

You may visit the GAQC website here: www.aicpa.org/GAQC.



Peer Review Report



Report on the Firm's System of Quality Control

May 14, 2021

To the Members of KPM CPAs, PC and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of KPM CPAs, PC (the firm) applicable to engagements in effect for the year ended November 30, 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 <http://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 Audit Standards, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by 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 KPM CPAs, PC in effect for the year ended November 30, 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. KPM CPAs, PC has received a peer review rating of pass.

ANDERS MINKLER HUBER & HELM LLP
Certified Public Accountants