

December 1, 2025

Alan Younts  
County Auditor  
400 Sheriff R Glenn Smith Dr,  
Hempstead, TX 77445

I am pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services I am to provide for Waller County, Texas.

In order to prepare and complete the Excel Schedule, I will need the following items:

- 1) PDF's of each lease for each vehicle dated between January 1, 2025 and December 31, 2025. Also, all current vehicle leases that are still valid during the Audit Year (January 1, 2025 through December 31, 2025.)

The sufficiency of the procedures performed or to be performed is solely the responsibility of the Waller County Auditor's office.

I plan to begin my procedures on approximately April 1, 2025, and, unless unforeseeable problems are encountered, the engagement should be completed by April 30, 2025.

I estimate that the fees for this service will be \$4,000.00

I appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me. If the need for additional procedures arises, or the procedures need to be modified, my agreement with you will need to be revised. It is customary for me to enumerate these revisions in an addendum to this letter.

Steven L. Crain  
Consultant

RESPONSE:

This letter correctly sets forth the understanding of the Waller County Auditor and Steven Crain.

By:     *Ann Younts*    

Title:     *County Auditor*    

Date:     *2-23-26*