Lauterbach & Amen, LLP
CERTIFIED PUBLIC ACCOUNTANTS
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July 3, 2019

Ms. Cheryl Aldis
Clerk
Town of Cortland
P.O. Box 519
Cortland, IL 60112

We are pleased to confirm our understanding of the services we are to provide for the Town of Cortland, Illinois for the fiscal years ended April 30, 2019 through April 30, 2020. It is our understanding that Lauterbach & Amen, LLP will prepare the GASB 74/75 Actuarial Reports, under the Alternative Measurement Method, for the Town.

You agree to assume all management responsibilities for the actuarial services we provide; you will oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; you will evaluate the adequacy and results of the services; and you will accept responsibility for them.

Lauterbach and Amen, LLP does not assume any management responsibilities for the Town. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Fees for our services are as follows:

Actuarial Financial Statement Reporting	Fiscal Year End April 30, 2019	Fiscal Year End April 30, 2020
• Implementation and Preparation of GASB 74/75 Actuarial Valuation*	$2,600	$850
• Preparation of Audit Friendly Exhibits	Included	Included
• Attendance at Meeting to Present Results	Included	Included
Total Annual Actuarial Services	$2,600	$850

*The above fee table assumes implementation of the new GASB 74/75 requirements for the Town's fiscal year ending April 30, 2019. After GASB 74/75 implementation year, all OPEB reporting will follow a biennial reporting cycle and for all fiscal year ends where a full-valuation is not required, we will prepare financial statement entries based on a limited actuary's report. The limited actuary's report will not require updating of participant or medical information but will be run at the most recently available discount rate required by the new GASB 74/75 standards. If, for any reason, the Town or auditors require a full-valuation vs. the limited actuary's report, updating of all participant and medical information will be required and a full-valuation fee will be charged.

We appreciate the opportunity to be of service to the Town of Cortland, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Town of Cortland, Illinois:

Accepted by: _____

Title: _____