

**FAIRFIELD TOWNSHIP**  
**WESTMORELAND COUNTY, PENNSYLVANIA**

**RESOLUTION 4 OF 2018**

**RESOLUTION APPOINTING SINGER ACCOUNTING, PC AND  
LINDSEY SINGER, CPA TO PERFORM THE ANNUAL  
FAIRFIELD TOWNSHIP AUDIT FOR THE YEAR 2018 AND  
SETTING THE COMPENSATION THEREFORE.**

**WHEREAS**, the Township of Fairfield, "Township", desires to appoint a Certified Public Accountant to perform the audit of Township accounts as provided in § 917 of the Second Class Township Code; and

**WHEREAS**, the Township desires to appoint Singer Accounting, PC to perform such audit and to enter into an agreement with Singer Accounting for that reason; and


**NOW THEREFORE BE IT RESOLVED** that the Township of Fairfield hereby resolves as follows:

1. The Township appoints Singer Accounting, PC and Lindsey Singer, CPA to perform the Annual Audit of the accounts of the Township for the year 2018.
2. The Board of Supervisors approves the Fee Agreement with Singer Accounting, PC, dated October 22, 2018 and the fee quote dated September 10, 2018, a copy of both which are attached hereto and incorporated herein.
3. The Township secretary is hereby directed to provide a copy of this Resolution to each elected or appointed auditor and advise each of his or her continuing duty to meet to set the compensation of the Supervisors employed by the Township.

**BE IT RESOLVED AND IT IS HEREBY RESOLVED** this 13th day of December, 2018.

BY:

  
\_\_\_\_\_  
**VAUGHN TANTLINGER, Chairman**  
Township of Fairfield

  
\_\_\_\_\_  
**PAUL ALTIMUS, Vice-Chairman**  
Township of Fairfield

  
\_\_\_\_\_  
**JAMES BROWN, Supervisor**  
Township of Fairfield

ATTESTED BY:

  
\_\_\_\_\_  
**CARRIE MOORE, Secretary**

October 22, 2018

To Fairfield Township Supervisors and Secretary  
Fairfield Township  
159 Midget Camp Road  
Bolivar, PA 15923

We are pleased to confirm our understanding of the services we are to provide Fairfield Township for the year ended December 31, 2018. We will audit the cash basis balance sheet, statement of revenues and expenditures, debt statement and statement of capital expenditures and employee compensation – regulatory basis (the financial statement) in accordance with the financial reporting requirements of the Commonwealth of Pennsylvania prepared on the basis of the instructions provided by the Department of Community and Economic Development (DCED) of Fairfield Township as of and for the year ended December 31, 2018.

#### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory basis of accounting as prescribed by the DCED. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Fairfield Township's financial statements. Our report will be addressed to the Township Supervisors of Fairfield Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention.



We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Fairfield Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of Fairfield Township in conformity with the regulatory basis of accounting as prescribed by the DCED based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the regulatory basis of accounting as prescribed by the DCED.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a



material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; 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; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement is the property of Singer Accounting, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the DCED or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Singer Accounting, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the DCED or its designee. The DCED or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in approximately January 2018 and to issue our reports no later than March 31, 2018. Lindsey A. Singer, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed the fee outlined in the quote provided to you on September 10, 2018. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Fairfield Township 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 the enclosed copy and return it to us.

Very truly yours,

*Singer Accounting, PC*

Singer Accounting, PC

RESPONSE:

This letter correctly sets forth the understanding of Fairfield Township.

Management signature: Carmel Moore

Title: Secretary

Governance signature: Paul Attomio

Title: Supervisor