

Ordinance / Resolution No. _ RCW 84.55.120

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TO: Island County Assessor's Office

WHEREAS, the Board of Commissioner of (Governing body of the taxing district) of (Name of the taxing district) has met and considered
its budget for the calendar year 2017; and,
WHEREAS, the population of this district is \square more than or (Check one) \square less than 10,000; and now, therefore,
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax
tax levy is hereby authorized for the levy to be collected in the $\frac{2017}{(Year of collection)}$ tax year.
The dollar amount of the increase over the actual levy amount from the previous year shall be
$\underbrace{\$3,783.14}_{\text{(Dollar increase)}} \text{ which is a percentage increase of } \underbrace{1}_{\text{(Percentage increase)}} \% \text{ from the previous year.}$
This increase is exclusive of additional revenue resulting from new construction, improvements to
property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase
in the value of state assessed property, any annexations that have occurred and refunds made.
Adopted this <u>9+1</u> day of <u>NOVEMBER</u> , <u>2016</u> .
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COMMISSIONER JOHN MISHASEK COMMISSIONER WILLIAM BEZL
Port of CalpEVILLE Port of CoupeVILLE

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy.



CHARLES W. EDWARDS HOLLY HILTON-JONES

November 9, 2016

Board of Commissioners Port of Coupeville PO Box 577 Coupeville, WA 98239-0577

Dear Board of Commissioners:

Thank you for the opportunity to provide services to the Port of Coupeville. In an effort to update our understandings regarding services we provide, the following is a list of services that we will perform for you in 2016/2017. None of the services can be relied on to detect errors, irregularities, or illegal acts that may exist.

- Filing of Port records and correspondence, process requests for public records.
- Use of our computers, computer programs and accounting, word processing.
- Use of our fax machine at no charge for local phone service.
- Use of our copier at a charge of \$.08 per copy.
- Use of our conference room for district meetings, as requested.

Accounting Services:

- Prepare monthly compiled financial statements for district. (See accompanying compilation engagement letter)
- Act as district auditing officer.
- Prepare annual report for State Auditor.
- Reconcile funds received and disbursed with the Island County Treasurer's office and other services as requested by the Port Management.

Effective November 9, 2016 our fees for the above services will be at a rate of \$50.00 per hour for staff time and \$85.00 per hour for CPA professional services.

Please indicate your acceptance of the above understanding by signing below. A copy is enclosed for your records. If your needs change during the year, the nature of our services can be adjusted appropriately. Likewise, if you have special projects with which we can assist, please let us know.

Please call me if you have any questions, or if any clarifications need to be made to this agreement.

Sincer W. Edwards, CPA Accepted missioner Date:

Commissioner William Bell

5492 S. Harbor Avenue · PO Box 340 · Freeland, Washington 98249 (360) 331.5792 · (360) 678.7019 · Fax (360) 331.7525



CHARLES W. EDWARDS HOLLY HILTON-JONES

November 9, 2016

Board of Commissioners Port of Coupeville P O Box 577 Coupeville, WA 98277

Dear Board Commissioners:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

1. We will compile, from information you provide, the annual and interim Statement of Receipts versus Budget arising from Cash transactions of the General Fund and Bond Fund, all funds combined, of the Port of Coupeville and associated supplemental information for the year ended December 31, 2016. We will issue an accountant's report on such financial statements in accordance with the "compilation standards" as set forth in the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist you with presenting, in the form of financial statements, information that is the representation of management without undertaking to obtain any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. We will not audit or review these financial statements.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical review procedures, or other procedures performed in a review. Consequently, the information provided by management will not be verified, corroborated, reviewed, or audited. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Therefore, a compilation does not provide a basis for expressing any level of assurance on the financial statements being compiled. Accordingly, no form of assurance will be given on the financial statements. Because we are performing our compilation

work as accountants rather than as auditors, the Port of Coupeville should not record or describe our services as an audit or "auditing" in its minutes or books of record.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information.

We will be responsible for performing our services as outlined above in accordance with the "compilation standards" as set forth in the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

Our engagement cannot be relied upon to disclose errors, fraudulent financial reporting, and misappropriation of assets, or illegal acts that may have occurred. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our engagement that fraud may have occurred. We will also report to the appropriate level of management any evidence or information that comes to our attention regarding illegal acts that may have occurred, unless they are clearly inconsequential. By your signature below, you understand and agree that you are responsible for preventing and detecting fraud.

Our fees for this work will be at our regular hourly rates of \$50.00 per hour for staff time and \$85.00 per hour for CPA time, plus direct out-of-pocket expenses. Payment for services is due when the services are rendered, and interim billings may be submitted as work progresses and expenses are incurred.

It is our policy to keep records related to this engagement for seven years. However, Edwards & Associates, CPA's does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven year period Edwards & Associates, CPA's shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association <or other association> under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT

OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We will be pleased to discuss this letter with you at any time.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to us.

Sinceret

Charles W. Edwards Edwards & Associates, CPA's

Acknowledged:

Commissioner: John Mishasek Port of Coupeville

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Date

Commissioner, William Bell Port of Coupeville