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September 28, 2021

Mr. Toby Schroyer
 Director of Finance
 City of Sylvania
 6730 Monroe Street
 Sylvania, Ohio 43560-1948

Dear Mr. Schroyer:

This correspondence shall serve as a letter of agreement defining the scope of services to be provided to the City of Sylvania in the preparation of a 2021, 2022 and 2023 cash basis annual financial report for the Sylvania JEDD. We are quoting a maximum-not-to-exceed amount of \$2,970.00 (\$990 per year). This amount assumes nine hours to prepare the report for 2021, 2022 and 2023. If it takes fewer hours than we have estimated to prepare the reports, we will only bill the city for the hours actually worked on the project.

The maximum-not-to-exceed amount of this agreement is \$2,970.00. This agreement shall provide for 27 hours of consulting service at the rate of \$110.00 per hour. The maximum amount billed for professional consulting services under the terms of this agreement shall not exceed \$2,970.00. Monthly invoices shall provide a description of the services undertaken during the month and the time required for each task.

If the terms of this letter of agreement are acceptable, please indicate the same by signing on the approval line at the bottom of this page. If approved, please indicate the P.O. number assigned to the agreement and forward a copy of this letter to our office for our files. We are looking forward to the opportunity to continue to serve your need for professional governmental accounting and management oversight assistance.

Sincerely,

Roy O. Porter
 Executive Vice-President

 APPROVED

 Date

 Contract Number