



LIMITED LIABILITY PARTNERSHIP
CERTIFIED PUBLIC ACCOUNTANTS BUSINESS DEVELOPMENT CONSULTANTS

January 1, 2023

Board of Directors
Town of Wallkill Industrial Development Agency
99 Tower Drive, Building A
Middletown, New York 10941

Dear Chairman of the Board:

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 pertaining to the Town of Wallkill Industrial Development Agency (the "IDA").

We will perform the following accounting and/or consulting services, at the specific request of IDA personnel. Such services can include the following:

- Enter the amount data into the New York State Authorities Budget Office Public Authorities Reporting Information System ("PARIS") from client prepared documents.
- Make recommendations based on observations and inquiries to improve efficiency of recordkeeping and effectiveness of internal controls (general consulting services).
- Respond to questions, whether by phone, email or in person, regarding the proper accounting for transactions on an on-going basis (general consulting services).

Our fees for these services will be billed based on time spent at discounted hourly rates for assigned personnel according to the following rate schedule:

Partner \$320/hour
Manager \$288/hour
Supervisor \$260/hour
Senior \$217/hour
In Charge \$168/hour
Associate \$138/hour

The services provided under the terms of this engagement are provided under the direction and supervision of the Chairman. This engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.

rbtcpas.com

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590 Madison Avenue
21st Floor
New York, NY, 10022

However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

Our invoices for these services will be rendered each month as work progresses and are payable on presentation.

RBT CPAs, LLP will not assume management responsibilities on behalf of the IDA. However, we will provide advice and recommendations to assist management of the IDA in performing its responsibilities.

The IDA agrees to perform the following responsibilities in connection with the Firm's provision of the non-attest services listed above:

- a. Assume all management responsibilities, including determining account coding and approving all proposed journal entries.
- b. Assign Lucrezia Anderson, Town Comptroller, to oversee the services and evaluate the adequacy and results of the services.
- c. Accept responsibility for the results of the services.

RBT CPAs, LLP's responsibilities and limitations of the engagement are as follows:

- a. RBT CPAs, LLP will perform the services in accordance with applicable professional standards.
- b. This engagement is limited to the services previously outlined. RBT CPAs, LLP, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

The terms of this agreement are effective as of the date of this letter and through December 31, 2023.

We appreciate the opportunity to be of service to you 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.

Sincerely,

RBT CPAs, LLP

Shannon M Mannese, CPA

Shannon M. Mannese, CPA, CFE
Partner

Confirmed on behalf of the addressee(s):


Chairman of the Board

1-24-23
Date