TO: Mr. John Speer, Supt.
    Board of Directors

DATE: April 10, 2017

FROM: Jim Rotter, Director of Business Services

SUBJECT: Audit Proposal (2018, 2019, 2020 & 2 year additional option)

Proposals for the district audit for the 2017-18, 2018-19, 2019-20, and an option to extend to the 2021 & 2022 fiscal years, were received on April 5, 2017. CliftonLarsonAllen has conducted the District’s audit for a number of years. Craig Popenhagen, Principal in Public Sector at CliftonLarsonAllen LLP, has been associated with our audit for the past 4 years.

CliftonLarsonAllen’s base cost for 2018, 2019, & 2020 of $36,600, $37,600 and $37,600 is attached. Substantial requirements have been added to school district audits in recent years. These costs include the continued implementation of GASBY 34 documents; GASBY 45, 47, & 68 required reporting, Internal Control compliance, and Single Audit fees for major programs. CliftonLarsonAllen knows our district well and have done an excellent job over the years.

The total base cost of the 2015-16 audit was $35,600 or approximately .046% of our total expenditures of $77.9 million. I recommend that the District accepts the audit proposal of CliftonLarsonAllen as submitted.

April 2017 RFP results:

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>CliftonLarsonAllen</td>
<td>$36,600</td>
<td>$37,600</td>
<td>$37,600</td>
</tr>
<tr>
<td>McGladrey &amp; Pullen LLP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deloitte &amp; Touche LLP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honkamp Krueger &amp; Co., PC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hogan-Hansen PC CPA’s</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C: file
COLLEGE COMMUNITY SCHOOL DISTRICT
401 76TH AVENUE SW
CEDAR RAPIDS, IOWA  52404

Letter of Transmittal may also be included, but not required.

Auditing Firm Questionnaire

1. Firm Name: CliftonLarsonAllen______________________________

2. Business Address: 600 3rd Ave SE, Ste 300____________________________

Cedar Rapids, IA 52401____________________________

e.mail craig.popenhagen@claconnect.com_____________________________

3. Telephone/Fax: 319-363-2697_____/319-363-1746___________

4. Type of Firm: Individual____      Partnership__X__ Corporation____

5. State if the Firm is in compliance with the registration requirements to engage in the practice of public accounting within Iowa?

Yes

6. State if the Firm is independent of the entity to be audited in accordance with Government Auditing Standards.

Yes

7. Information concerning staff at the office responsible for conducting audit:

The statistics below are from our Heartland Region, which includes offices in Cedar Rapids and Des Moines, Iowa and Kansas City and St. Joseph, Missouri

<table>
<thead>
<tr>
<th>Number</th>
<th>A. Partners</th>
<th>21</th>
<th>20</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. Prof. Staff</td>
<td>107</td>
<td>8</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>C. CPA’s</td>
<td>73</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

8. Auditor’s members who will be assigned to our school district;

<table>
<thead>
<tr>
<th>Auditors Name</th>
<th>Years Experience</th>
<th>C.E. Hours</th>
<th>State Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Popenhagen</td>
<td>21</td>
<td>219</td>
<td>No</td>
</tr>
<tr>
<td>Bill Vincent</td>
<td>37</td>
<td>146</td>
<td>No</td>
</tr>
<tr>
<td>Nicole Kintzle</td>
<td>4</td>
<td>150</td>
<td>No</td>
</tr>
<tr>
<td>Josh Barta</td>
<td>6</td>
<td>111</td>
<td>No</td>
</tr>
<tr>
<td>Ryan French</td>
<td>2.5</td>
<td>106</td>
<td>No</td>
</tr>
<tr>
<td>Ryan Putz</td>
<td>5</td>
<td>98</td>
<td>No</td>
</tr>
</tbody>
</table>
9. Indicate the principal or partner who will ultimately be responsible for our school district audit and the person’s position in the firm.

Person: Craig Popenhagen____________________________________

Position: Principal______________________________________________

10. Explain your internal review procedures that would be used for our audit including use of questionnaires, quality control specialists and peer review. Include a copy of your firm’s last outside peer review:

In the most recent peer review report we received a rating of **pass**, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided on the following page.

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm’s operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.

- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.

- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.

- An annual internal inspection program to monitor compliance with CliftonLarsonAllen’s quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.

- Strict adherence to the AICPA’s rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CliftonLarsonAllen strives to act in a way that will honor the public trust.

A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in OMB Circular A-133.

11. Does your firm publish a client newsletter?  Yes

If yes, how often would the district receive the publication?  Periodic

12. List the name of Iowa School Districts audited by staff from your office during the past five years. Do not list schools audited by branch offices.

<table>
<thead>
<tr>
<th>School Name</th>
<th>List the Years Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. College Community Schools</td>
<td>1998 to present</td>
</tr>
</tbody>
</table>
13. Define your procedure for testing transactions and quantify your answer.

We extensively use statistical and non-statistical sampling during our audits of school districts. The sampling techniques vary depending upon the nature of the test, such as internal control reliance, attribute, substantive testing and transactional testing. Our sample sizes are directly related to the various risks (inherent and control) associated with the item being tested, confidence level to be obtained and overall materiality. Our sample sizes generally include up to 40 for control and transactional testing, federal grant testing, and testing of compensatory aid, dependent upon assessment of risks. The samples for substantive testing are highly dependent upon the balance of the account being tested and the materiality of the engagement.

AGREEMENT BETWEEN

COLLEGE COMMUNITY SCHOOL DISTRICT

AND

Craig Popenhagen, CPA

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between The College Community School District, hereinafter called “CCSD” and Craig Popenhagen, hereinafter called “CPA.”

WHEREAS, the CCSD wishes to obtain the services of the CPA to perform an audit in accordance with Section 11.6, Code of Iowa, for the three (3) year(s) ending June 30, 2020; and

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

   A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.

   B. Begin work on the audit as specifically agreed upon with the CCSD.

   C. Perform all work in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, Government Auditing Standards, OMB Circular A-133, and applicable federal requirements.

   D. Immediately inform the CCSD if the audit discloses any irregularity in the collection or disbursement of public funds.
E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the CCSD.

F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates during the Base Year:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Estimated Hours</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial statement audit, including Iowa compliance</td>
<td>410</td>
<td>$75</td>
</tr>
<tr>
<td>UGG single audit of federal grant programs (assumes two major program)</td>
<td>80</td>
<td>$75</td>
</tr>
</tbody>
</table>

B. Payment shall be made upon presentation of the finished report as per the following proposal:

**Base Proposal: (2017-18)**

Maximum fee for auditing the financial records of the College Community School District for the fiscal year ending June 30, 2018.

A. Amount $36,600;

  Estimated Hours 490

B. Additional help that may be requested during the year at $\_75 to $125\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour.

B. Estimated starting date of work: September.

  Estimated Conclusion of work: November

  Estimated delivery date of finished report: December
C. Additional cost of audit of District’s self-funded dental plan:
   $4,000 – 6,000 (Provided that there are no investments in the plan.)

2nd yr Proposal: (2018-19)

Maximum fee for auditing the financial records of the College Community School District for the fiscal year ending June 30, 2019.

A. Amount $37,600

   Estimated Hours 490

B. Additional help that may be requested during the year at $80 to $130 per hour.

D. Additional cost of audit of District’s self-funded dental plan:

   $4,000 – 6,000 (Provided that there are no investments in the plan.)

3rd yr Proposal: (2019-20)

Maximum fee for auditing the financial records of the College Community School District for the fiscal year ending June 30, 2020.

A. Amount $37,600

   Estimated Hours 490

B. Additional help that may be requested during the year at $80 to $130 per hour.

C. Additional cost of audit of District’s self-funded dental plan:

   $4,000 – 6,000 (Provided that there are no investments in the plan.)

3. Termination of Agreement:

   A. Either party may terminate this contract as outlined in section II-C (Fees and Compensation).

   B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

4. Extension of Agreement for two (2) additional years:

   By mutual written agreement no later than April 1st, 2020 to extend to 4th year & April 1st, 2021 to extend to 5th year.
IT WITNESS THEREOF, CCSD and CPA have executed this AGREEMENT as of the date indicated below:

CPA

By _____________________________
Title ___________________________
Date _____________________________

CCSD

By _____________________________
Title ___________________________
Date _____________________________
System Review Report

To the Principals of CliftonLarsonAllen LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the firm) applicable to non-SEC issuers in effect for the year ended July 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards, audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [Service Organizations Control (SOC) 1 and 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to non-SEC issuers in effect for the year ended July 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. CliftonLarsonAllen LLP has received a peer review rating of pass.

Cherry Bekaert LLP
November 12, 2013
Employee benefit plan approach

Employee benefit plan audits can be the target of scrutiny by the DOL and the Internal Revenue Service (IRS). It is essential that you receive your audit services from a CPA firm that is experienced in the unique regulatory requirements of an employee benefit plan. CLA provides you exactly that.

You will benefit from a firm that understands your risks as a plan sponsor of an employee benefit plan. As governance of an employee benefit plan, the key risks facing you are fulfilling your fiduciary responsibilities in a constantly-evolving landscape and ensuring that the Plans’ design is in line with the needs of participants and the employer. Our professionals will assist you in addressing these risks and in identifying opportunities to identify ways to assist in your fiduciary responsibilities.
Included in our employee benefit plan audit clients are a full range of plan types.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th># of Plans</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>401(k) Defined Contribution Plans</td>
<td>1,319</td>
<td>66%</td>
</tr>
<tr>
<td>403(b) Defined Contribution Tax Deferred Annuity Plans</td>
<td>180</td>
<td>9%</td>
</tr>
<tr>
<td>Defined Benefit Plans</td>
<td>289</td>
<td>14%</td>
</tr>
<tr>
<td>Health &amp; Welfare Plans</td>
<td>56</td>
<td>3%</td>
</tr>
<tr>
<td>ESOP Plans</td>
<td>156</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Employee Benefit Plan Audits</strong></td>
<td><strong>2,000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Nationally, we have 30 dedicated employee benefit plan principals and 300+ benefit plan professionals serving our employee benefit plan clients. Our team of professionals uses practices and procedures to assist in the appropriate recognition of the Plans’ financial statements, and our services are provided in a timely, efficient manner, with a reasonable fee structure. As a firm with more than 60 years of experience, we possess a comprehensive understanding of your challenges and are able to respond promptly and effectively to help meet them.

In addition to traditional assurance, accounting, and tax services, our depth of specialized consulting services includes, but is not limited to:

- ERISA and non-ERISA audits (single, multiple, and multi-employer), including audits of plans with 11-K filings
- Form 5500 preparation and review
- Form 990 preparation for voluntary employee benefit associations (VEBAs) and other benefit plan entities
- Service provider assessment
- Non-qualified retirement plan consulting
- Health care plan consulting
- Retirement plan design, compliance, and consulting
- Health reform advisory

In addition to our employee benefit plan audit practice, we have extensive experience in the completion of the Form 5500 and the administration of qualified plans. Our plan administration services group oversees administration for more than 525 employee benefit plans and completes the Form 5500 for more than 1,400 client plans. Our employee benefit plan administration professionals have advanced training and certifications including Enrolled Retirement Plan Agent, Qualified Pension Administrator, and Qualified 401(k) Administrator designations.
Craig Popenhagen, CPA  
*CliftonLarsonAllen LLP*

Engagement Principal Phone 507-434-7041  
Austin, Minnesota craig.popenhagen@CLAconnect.com

**PROFILE**
Craig is a principal in our Public Sector—State and Local Government Group specializing in school district, utility, nonprofit and governmental audits involving significant infrastructure assets and federal grant compliance audits.

**EXPERIENCE SERVING CLIENTS**
Craig has 22 years of experience in performing audits of school districts, municipalities, and nonprofit organizations.

Craig also has extensive experience in audits of federal grant programs under. His experience with federal programs includes Title programs; economic development; housing assistance, development, and rehabilitation, and transportation.

His current and previously-served clients include College Community Schools (Iowa); Fairmont Area Schools; Northfield Public Schools; City of Buffalo and City of Windom.

**EDUCATION/PROFESSIONAL INVOLVEMENT**
Craig is a Certified Public Accountant licensed in Minnesota, Wisconsin and Iowa. He is a member of the American Institute of Certified Public Accountants, the National Council of State Housing Agencies, the Affordable Housing Association of Certified Public Accountants, and the Government Finance Officers Association.

Craig graduated from the University of Northern Iowa with a B.A. in Accounting.
William M. Vincent, CPA  
*CliftonLarsonAllen LLP*  
Principal  319-363-2697  
Cedar Rapids, Iowa  bill.vincent@CLAconnect.com

**Profile**

Bill has worked on audit and consulting engagements throughout his more than 37 years of public accounting experience and is the local leader of our employee benefit plan audit practice. Bill also serves as the co-leader of the assurance practice in the Cedar Rapids office. His background includes overseeing and managing audits of commercial and non-profit entities including audits of profit sharing plans, 401(k) plans and defined benefit plans.

**Technical expertise**

- CliftonLarsonAllen LLP, 1979 – present  
  Since 1979, Bill has focused on performing audits and consulting services for commercial entities, non-profits and employee benefit plans  
- Vigortone Ag-Products, 1976-1979

**Education/professional involvement**

- Bachelor’s of Arts, Business Administration and Economics from Coe College, Cedar Rapids, Iowa  
- American Institute of Certified Public Accountants  
- Certified Public Accountant  
- Iowa Society of Certified Public Accountants

**Civic organizations**

- Cedar Rapids Area Chamber of Commerce, former treasurer  
- City of Cedar Rapids Board of Ethics, vice chair  
- Cedar Rapids Metro Economic Alliance Community Development Innovation Council, member  
- Mercy Hospital Community Benefit Committee
Nicole Kintzle, CPA

CliftonLarsonAllen LLP

Senior Associate
Cedar Rapids, Iowa

Profile
Nicole is a senior associate with CliftonLarsonAllen’s Cedar Rapids Location. She specializes in state and local governmental entities including cities and school districts, financial institutions, and broker dealers. Much of her time is working directly with the client and preparing financial statements.

Technical Expertise
- Assurance
- Financial Institutions
- Broker Dealers
- State and Local Governments

Education/Professional Involvement
- Master’s in Accounting – University of Northern Iowa, Cedar Falls, Iowa
- American Institute of Certified Public Accountants
- Iowa Society of Certified Public Accountants

Civic Organizations
Nicole is also involved in the non-profit organization, Junior League of Cedar Rapids. Junior League is an organization of women who are committed to promoting volunteerism and developing the potential each of these women through educational and leadership opportunities. She has been involved in many projects which helped to contribute to the betterment of the Cedar Rapids community.
Josh Barta, CPA

CliftonLarsonAllen LLP

Manager Assurance
Cedar Rapids, Iowa

Profile

Josh has spent 6 years in public accounting and 3+ years as a lender/branch manager of a finance company. He has been responsible for planning, performing, and providing supervision to staff auditors in the performance of opinion audits, internal audits, and performance audits. Josh is knowledgeable in employee benefit plans, specifically ESOPs and 401(k) plans, including attending related continuing professional education (CPE) classes to be included within the firm Employee Benefit Plan industry group.

Areas of Specialization

His relevant employee benefit plan experience where he has served as the manager and in-charge accountant includes:

- The Gazette Company Employees Stock Ownership (ESOP) and 401(k) Savings Plan
- Fidelity Ban Corporation ESOP and 401(k) Plan
- Stamats Communications, Inc 401(k) Plan
- HR Green 401(k) Profit Sharing Plan
- CCB Packaging, Inc 401(k)
- Diamond V Mills, Inc Profit Sharing Plan and the retirement Plan for Employees of Diamond V Mills, Inc

Education/professional involvement

- Bachelor of Arts, Accounting, University of Northern Iowa, May 2003
Ryan Putz  
*CliftonLarsonAllen LLP*  
Senior Associate Assurance  
Cedar Rapids, Iowa  
319-363-2697  
ryan.putz@CLAconnect.com

**Profile**

Ryan has spent 5 years in public accounting. He has been responsible for planning, performing, and providing supervision to new staff auditors in the performance of opinion audits. Ryan is knowledgeable in employee benefit plans, specifically 401(k) plans and multiemployer plans, including attending related continuing professional education (CPE) classes to be included within the firm Employee Benefit Plan industry group.

**Areas of Specialization**

His relevant employee benefit plan experience where he has served as the in-charge accountant includes:

- Coe College Defined Contribution Retirement Plan
- University of Iowa Foundation 401(k) Plan
- I.B.E.W. Local 405 Deferred Savings Plan
- I.U.P.A.T. Local 447 Deferred Savings Plan

**Education/professional involvement**

- Bachelor of Arts, Accounting, Wartburg College, May 2011
Ryan French
*CliftonLarsonAllen LLP*
Associate 319-363-2697
cedar Rapids, Iowa  ryan.french@CLAconnect.com

**Profile**
Ryan is an associate with CliftonLarsonAllen’s Cedar Rapids location. He focuses in governmental entities including cities and school districts. Much of his time is working directly with the client and preparing financial statements in accordance with the requirements of the Governmental Accounting Standards Board (GASB).

**Experience Serving Clients**
Ryan’s clients include the City of Anamosa, City of Tipton, City of Mount Vernon, and the College Community School District.

**Education/Professional Involvement**
Ryan graduated from the University of Northern Iowa, where he earned both is B.A. in Accounting and a Masters in Accounting. Ryan is involved in two non-profit organizations, the Cedar Valley Humane Society and Alive and Running. The Cedar Valley Humane Society is an organization that helps animals in need throughout the Cedar Valley. Alive and Running is a suicide prevention and awareness organization in which Ryan participates in the annual 5k Walk/Run Awareness Program. When Ryan is not serving his clients, he can often be found serving the betterment of his community.

Ryan is in compliance with the continuing education requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.