



333 County Line Road, West
Westerville, OH 43082
614-846-1899

jginc.biz

June 27, 2025

Ms. Anne Spence, Treasurer/CFO
Tiffin City School District
244 South Monroe Street
Tiffin, Ohio 44883

Dear Ms. Spence:

We greatly appreciate the opportunity to submit our proposal to assist Tiffin City School District (the "District") in preparing its Schedule of Expenditures of Federal Awards (the "Federal Schedule") for the fiscal year ended June 30, 2025.

Julian & Grube, Inc. (J&G) takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us and a cost effective means for the District to prepare its Federal Schedule.

The following proposal outlines the scope of our assistance based on our understanding of your needs and the proposed fee schedule. Our proposal to prepare District's Federal Schedule for the fiscal year ended June 30, 2025 is based upon the performance of the following responsibilities by our firm and the District:

J&G's Responsibilities

- Develop a timetable for the preparation of the Federal Schedule.
- Obtain and review documentation from District departments detailing the receipts and expenditures of federal awards for the fiscal year ended June 30, 2025.
- Compile and prepare the Federal Schedule and organize the supporting documentation in a format ready to submit to the District's auditors.

District's Responsibilities

- Provide J&G with documentation detailing the receipts and expenditures of federal awards for the fiscal year ended June 30, 2025. This will include any schedules completed by District detailing the amount of federal awards expended during fiscal year 2025 by program, copies of grant agreements, Assistance Listing (AL) numbers, pass-through grant numbers, supporting documentation of federal expenditures, and any data requested by J&G in order to prepare the Federal Schedule.

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J&G Employees

The employees of J&G are not “public employees” for the purpose of the Ohio Public Employees Retirement System of Ohio (OPERS), the Ohio Police and Fire Pension Fund (OP&F), the State Teachers Retirement System of Ohio (STRS) or the School Employees Retirement System of Ohio (SERS).

Timing

We anticipate a start date for this assistance to begin in September 2025 with an estimated completion date on or before November 30, 2025.

Professional Fees

Our professional fees to assist the District will be a fixed fee of \$1,800. This rate includes all expenses: i.e., you **will not** be billed additional amounts for any out-of-pocket changes we incur. If additional assistance is needed, J&G will submit a revised proposal outlining the additional scope of work required.

We greatly appreciate the opportunity to be of assistance to the District. Upon completion of our project, the District will have a completed Federal Schedule for the fiscal year ended June 30, 2025. The terms as stated in this proposal will remain open until July 31, 2025. If the proposed terms are acceptable, please sign, date, and return one copy.

Should you have any questions please contact us at (614) 846-1899. Thank you again!

Very truly yours,



Julian & Grube, Inc.

I accept your proposal to provide consulting services to Tiffin City School District in preparing its Schedule of Expenditures of Federal Awards for the fiscal year ended June 30, 2025. Acknowledged and agreed on behalf of Tiffin City School District by:

Treasurer / Date