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Jaramillo Accounting Group LLC
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January 15, 2022

Mrs. Jan Hammond, Board of Trustees Chair
School District Five of Lexington & Richland Counties
1020 Dutch Fork Rd
Irmo, SC 29063

Dear Mrs. Hammond:

The Board of Trustees has requested that we examine the procurement of School District Five of Lexington & Richland Counties (the District) for the period July 1, 2020 through June 30, 2021. We are pleased to confirm our acceptance and our understanding of this examination engagement by means of this letter. Our examination will be conducted with the objective of expressing an opinion as to whether the District's procurement procedures were in compliance with the District's procurement code and its ensuing regulations, based on Section 11-35-70 of the South Carolina Consolidated Procurement Code in all material respects.

Practitioner Responsibilities

We will conduct our examination in accordance with the attestation standards established by the American Institute of Certified Public Accountants. An examination involves performing procedures to obtain evidence about procurement compliance. The nature, timing, and extent of procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement of the subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected misstatements, fraud, and when relevant to the subject matter, internal control deficiencies that comes to our attention, unless clearly inconsequential.

Our responsibility is limited to the period covered by our examination and does not extend to any other periods.

Management Responsibilities

Our examination will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and presentation of procurement compliance and records based on Section 11-35-70 of the South Carolina Consolidated Procurement Code in all material respects;

- b. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement or noncompliance of procurement due to fraud or error;
- c. For selecting and determining the suitability and appropriateness of the criteria upon which procurement compliance will be evaluated; and

To provide us with:

- (1) Access to all information of which management and, when appropriate, those charged with governance are aware that is relevant to the procurement compliance such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
- (2) Additional information that we may request from management and those charged with governance for the purpose of the examination; and
- (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

As part of our examination process, we will request from management and those charged with governance written confirmation concerning representations made to us in connection with the examination.

We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management and governance of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including the attestation standards established by the American Institute of Certified Public Accountants.
- This engagement is limited to the procurement audit previously outlined. Our firm, 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.

Reporting

We will issue a written report upon completion of our examination of procurement compliance. Our report will be addressed to the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select.

During the course of the engagement, we may communicate with you or with your personnel via internet, portal, or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Regarding the electronic dissemination of the practitioner's report, including reports published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the subject matter or assertion.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The timing of our examination will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Plan engagement procedures	January 15	January 25
Perform engagement procedures	January 25	February 28
Write/District Review/Issue/Present examination report	March 1	March 31

Audrey J. Jaramillo, CPA, CFE, J.M. is the engagement partner for the services specified in this letter. Her responsibilities include supervising JAG's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the attest report.

Our fees are based on the proposed amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered every two weeks and are payable upon presentation. The proposed and awarded fee for the examination is \$9,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of five years from the date of our report.

Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our examination including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,



Jaramillo Accounting Group LLC (JAG)

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of School District Five of Lexington & Richland Counties by:



Mrs. Jan Hammond
Board of Trustees Chair



Ms. Catherine Huddle
Procurement Committee Chair