

BRIDGER TOWN COUNCIL AGENDA
MEETING TIME IS TUESDAY AUGUST 8, 2023 AT 7:00 PM,
BRIDGER TOWN HALL, 108 S D STREET

Tuesday August 8, 2023

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

PUBLIC COMMENT:

APPROVAL OF MINUTES FROM PREVIOUS MEETING:

- 07-05-2023 Regular Meeting

APPROVE CLAIMS:

APPROVE PAYROLL SUMMARY:

COMMITTEE REPORTS:

- Area Parks & Recreation District Report
- Planning Board
- Historic Preservation Commission Board
- Carbon County Conservation District
- Beartooth RC & D

CARBON COUNTY DES COORDINATOR:

- Approve Application for the Sand Creek Canal Project

AUDIT CONTRACT: for fiscal years 2023, 2024 & 2025

RESOLUTION #262: Special Events Policy

DISCUSSION REGARDING A POTENTIAL GRANT APPLICATION FOR NEWLY ANNEXED PROPERTY UTILITY SERVICES:

DISCUSSION REGARDING A NEW TOWN HALL:

TOWN ATTORNEY: Ray Kuntz

TOWN JUDGE: Bert Kraft

LIBRARY DIRECTOR: Krystal Zentner

PUBLIC WORKS DIRECTOR: Randy Novakovich

POLICE REPORT: Mike Buechler

TOWN CLERK: Kirstin Sweet

- Set a budget meeting date.

MAYOR / TOWN COUNCIL:

- This is a time when the Mayor or the Council members can bring a concern before the council that is not otherwise listed on the agenda. No action can be taken at this time. If action is necessary, the item will be put on the next meeting agenda.

Conduct at Public Meetings

The public is invited to speak on any item under discussion by the Council, after recognition by the presiding officer.

The speaker should stand, and for the record, give his/her name and address, and, if applicable, the person, firm or organization he/she represents. Comments should be limited to three (3) minutes unless approval by the presiding officer, and citizens requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.

Prepared statements are welcomed and should be given to the Clerk of the Council. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become part of the hearing record.

While the City Council is in session, those in attendance must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become boisterous or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue be granted by the presiding officer or a majority vote of the Council.

The Bridger Town Council reserves the right to amend these rules of procedure as deemed necessary.

**BRIDGER TOWN COUNCIL MINUTES FOR A REGULAR MEETING
HELD ON JULY 5, 2023**

The July 5, 2023 meeting of the Bridger Town Council was held at 108 South D Street in Bridger. The Pledge of Allegiance was recited, and the meeting was called to order at 7:00 pm by Council president DeRudder, Mayor Shultz was absent. Other council members present were Dustin Taylor, Shala Cullum and Doug Asbury. Others present were Lonna Weiss, Melissa Scianna, Sarah Douglas, Patricia Grebo, Dana Zier, Angela Kallevig, Eric Reichert, Sargent Codi Peters, Judge Bert Kraft, Library Director Krystal Zentner, Public Works Director Randy Novakovich, Chief Mike Buechler, and Clerk Kirstin Sweet.

The first item on the agenda was public comment. Patricia Grebo presented the council with the historical society goals for the upcoming year.

Next on the agenda was the approval of the minutes from the June 6, 2023 regular meeting and two public hearings. A motion to approve all three meeting minutes was made by Councilwoman Cullum, seconded by Councilman Asbury. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

The next item of business was the approval of claims. The department heads answered questions regarding the claims. Councilwoman Cullum made a motion to approve the claims including check #34250 and #34279 to #34307. Also, electronic checks #-98132 to #-98126. The motion was seconded by Councilman Asbury. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

Next on the agenda was the Payroll Summary. Councilwoman Cullum motioned to approve the payroll summary including check #34208 and #34251 to #34268. Also, electronic checks #-85653 to #-85612. Councilman Taylor seconded the motion. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

The next item on the agenda was Special Events Applications. The first was an application from Amber Lambright for a wedding reception. Councilman DeRudder reviewed the application. A motion to approve the application was made by Councilman Taylor and seconded by Councilwoman Cullum. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

Lease agreements was next on the agenda. Councilman DeRudder reviewed the lease. Discussion was had regarding public access to the grounds and special events. A motion to approve the lease was made by Councilwoman Cullum, seconded by Councilman Taylor. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye. The lease agreement for TCT will not be voted on as TCT is not ready yet.

The next item on the agenda was board appointments. The first appointment was for the Carbon County Planning Board. A motion to approve Angela Kallevig was made by Councilman Taylor, seconded by Councilman Asbury. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

The next item on the agenda was a discussion regarding a potential grant application for the newly annexed property's utility services. Eric Reichert was present and explained how the grants would help promote growth for the Town of Bridger. Much discussion was had regarding the growth of the Town and how such growth would affect the Town. Clerk Sweet will reach out to Great West Engineering and report back.

Next on the agenda was Resolution #261 to allow for a hardship variance pursuant to section 76-3-207 (5). Councilman DeRudder reviewed the resolution. A motion to approve the resolution was made by Councilman Asbury, seconded by Councilman Taylor. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder and Councilman Asbury – aye.

The next item was a discussion regarding the need for a new town hall building. Clerk Sweet explained that the discussion needs to start now so that in a few years we can have something in place. The current Town hall will not last forever! Discussion was had regarding location and what could be done with the old Town hall building. This item will remain on the agenda so that we continue to work on this.

Attorney Kuntz gave the council an update on the issues surrounding the joint airport board agreement. The City of Red Lodge is potentially wanting to be removed from the joint agreement.

Judge Kraft presented the stats for the month of June.

Library Director Zentner had nothing to report.

Public Works Director Novakovich updated the council on projects the public works crew is working on.

Chief Buechler presented his stats for the month of June.

Clerk Sweet had nothing to report.

Mayor and Town Council: Free Food Delivery will be August 10, 2023 in Bridger.

There being no further business, Councilman Taylor motioned to adjourn. The motion was seconded by Councilwoman Cullum. The motion carried with the votes as follows: Councilman Taylor – aye, Councilwoman Cullum – aye, Councilman DeRudder – aye and Councilman Asbury – aye. The meeting adjourned at 7:48 pm.

Clifford Shultz, Mayor

ATTEST:

Kirstin Sweet, Town Clerk

Total for Payroll Checks

	Employee	Employer	Amount
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COMA HOURS (Comp Time Accumulated)	73.13		
COMP HOURS (Comp Time Used)	43.50		709.30
HOL HOURS (Holiday Pay)	73.82		1,408.46
OVER HOURS (Overtime)	7.25		135.72
REG HOURS (Regular Time)	2,498.50		39,946.01
SICK HOURS (Sick Time)	13.00		300.08
VACA HOURS (Vacation Time Used)	39.00		701.08
GROSS PAY	43,200.65	0.00	
NET PAY	34,270.15	0.00	
NET PAY (CHECKS)	9,015.34		
NET PAY (DIRECT DEPOSIT)	25,254.81		
DENTAL	0.00	389.00	
FIT	1,355.34	0.00	
GROUP HEALTH	445.00	8,912.00	
LIFE INSURANCE	0.00	19.60	
MEDICARE	626.43	626.43	
P.E.R.S.	2,472.27	2,838.45	
SIT	1,353.00	0.00	
SOCIAL SECURITY	2,678.46	2,678.46	
UNEMPL. INSUR.	0.00	151.19	
VISION HEALTH	0.00	81.49	
WORKERS' COMP	0.00	1,167.71	
ALTANA FED CRED	1,986.28	0.00	
BANK OF BRIDGER	10,021.68	0.00	
FIRST INTERSTAT	287.12	0.00	
STOCKMAN BANK	2,168.08	0.00	
US BANK-MT	2,051.00	0.00	
WELLS FARGO BAN	4,454.86	0.00	
WELLS FARGO CO	1,268.01	0.00	
WESTERN SECURIT	3,017.78	0.00	
FIT/SIT BASE	40,728.38	0.00	
MEDICARE BASE	43,200.65	0.00	
PERS BASE	31,294.59	0.00	
SOC SEC BASE	43,200.65	0.00	
UN BASE	43,200.65	0.00	
WC BASE	43,155.41	0.00	
Total		16,864.33	
Total Payroll Expense (Gross Pay + Employer Contributions):		60,064.98	

Check Summary

Payroll Checks Prev. Out.	\$586.90
Payroll Checks Issued	\$18,862.44
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$19,449.34
Electronic Checks	\$39,883.65

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	5356.92	5356.92		212000
Medicare	1252.86	1252.86		212001
P.E.R.S.	5310.72	5310.72		212203
Unempl. Insur.	151.19		151.19	212202
Workers' Comp	1167.71		1167.71	212201
FIT	1355.34	1355.34		212002
SIT	1353.00	1353.00		212200
DENTAL	389.00	389.00		212502
LIFE INSURANCE	19.60	19.60		212502
VISION HEALTH	81.49	81.50	-0.01	212502
GROUP HEALTH	9357.00	9357.00		212502
Total Ded.	25794.83	0.00	24475.94	1318.89

**** Carried Forward column only correct if report run for current period.

Checks: 34269 to 34278 and 34308 to 34318

Electronic Checks: -85611 to -85571

DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this 13th day of July, 2023, by and among

Strom & Associates, P.C.

**Certified Public Accountant
("Contractor"),**

Town of Bridger

**Governmental Entity
("Entity"),**

and the **Montana Department of Administration, Local Government Services, ("State")**, acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. **The State's mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.**

1. **Effective Date:** This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State's approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.

2. **Audit Period and Payment:** This contract covers the following audit period(s):
July 1, 2022 to June 30, 2025

A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:

\$ 11,700 for initial (or sole) audit covering 07 / 01 / 2022 to 06 / 30 / 2023 .
\$ 11,700 for subsequent audit covering 07 / 01 / 2023 to 06 / 30 / 2024 .
\$ 11,700 for subsequent audit covering 07 / 01 / 2024 to 06 / 30 / 2025 .

The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.

B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.

C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.

3. **Peer Review:** The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

4. **Audit Scope:** The Contractor shall perform the following:

- A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity's financial statements in accordance with the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor's opinion on the Entity's financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

- B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards

- C. The Contractor shall perform tests of the Entity's compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:

- (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
- (2) the Entity has complied with the provisions of each of its debt covenants and agreements;
- (3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality;** and
- (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

- D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). If these federal regulations are amended, the amended regulations will prevail.

- E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.
- F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

- G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:
 - (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring "Student Count for ANB" reports; and
 - (2) when applicable, the extracurricular funds for pupil functions.
- H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.
- I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing. To notify the State, Contractors shall email LGSPortalRegistration@mt.gov to the attention of the Local Government Services Bureau Chief. To notify the State Office of Public Instruction, Contractors shall email OPIAuditReport@mt.gov to the attention of the OPI Auditor.
- J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity's Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;
- B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;
- C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;

- D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;
 - E. making all financial records and related information available to the Contractor;
 - F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;
 - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
 - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
 - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
7. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
8. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.
9. **Due Date Extension:** The State may grant an extension to the Entity for filing the audit report beyond the one- year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity's control. The State will determine good cause or circumstances beyond the Entity's control based on the facts of each case.
10. **Presentation of Audited Financial Statements:** The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at Section 2-7-504, MCA. In addition, other supplementary information required by provisions within this contract and by Uniform Guidance must also be included, if applicable.

- A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.
 - B. If the Entity's accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor's reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.
 - C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
 - D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor's Report.
11. **Auditor's Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:
- A. a report on the financial statements of the Entity;
 - B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.
 - D. a report on any supplementary or other information presented in the audit report. This report must be given in an "other matters" paragraph(s) of the auditor's report on the financial statements (11.A. above), and shall identify, if applicable:
 - (1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.
 - (2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, "in relation to" the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
 - a) schedule of school district "Student Count for ANB" required in paragraph 13.A.;
 - b) schedule of school district extracurricular fund financial activities required in paragraph 13.B.;
 - c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and

- d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.
 - (3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.
 - (4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.
 - E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
 - F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.
12. **Single Audits:** All audit reports for single audits done in accordance with Uniform Guidance must contain the following:
- A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.
 - B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
 - C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.
 - D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.
 - E. an Entity-prepared document, separate from the Contractor's findings, that describes the Entity's corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing Standards.
13. **School Districts:** School district audit reports must include the following as supplementary information/schedules:
- A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring "Student Count for ANB" reports and as documented by the school district's enrollment records; and

- B. a detailed schedule of extracurricular fund financial activities.
14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework:** Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.
15. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.
16. **Exit Conference:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.
17. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
- A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.
 - B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.
 - C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.
 - D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.
 - E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
 - F. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.
 - G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.

18. **Entity Response:** If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.
19. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
20. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.
21. **Contractor and Subcontractors:** The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity's and State's prior written consent.

The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22. **State Participation in Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.
23. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.

24. **State Review of Report:** As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
25. **Independent Contractor:** The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.
26. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).
27. **Indemnity:** The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability:** The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Insurance - Professional Liability: The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.

If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws:**

- A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.
- B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.

31. **Termination before Audit Commences:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the percentage of work completed at the time of termination. This is the Contractor's sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review:** The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
34. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
35. **Time is of the Essence:** Time is of the essence regarding all provisions of this contract.
36. **Governing Law and Venue:** This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.
37. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
38. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
39. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
40. **Entire Agreement and Amendment:** This contract and the attached Appendices contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.

Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

Certified Public Accountant

Strom & Associates, P.C.
Firm Name

By: Paul D. Strom
Authorized Representative

Date: July 13, 2023

Governmental Entity

Town of Bridger
Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX A

Initial or Sole Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): Town of Bridger
Carbon County
 Telephone: 406-662-3677 Address: 108 S D St
 (Street Address or P.O. Box)
Bridger, MT 59014
 (City/Town) (Zip Code)
Kirstin Sweet (clerk@bridger-mt.com)
 Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR): Strom & Associates, P.C.
 Telephone: (406) 252-2765 Address: P.O. Box 1980
 (Street Address or P.O. Box)
Billings, MT 59103
 (City/Town) (Zip Code)
Paul Strom or Tom Hayes (audit@stromcpa.net)
 Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:
 - A. This audit will cover the fiscal year(s) ending June 30 _____, 2023 (and _____).
 (Month & Day) (Year) (Year)
 - B. Date to commence audit work: January 2024
 - C. Date to submit final audit report to Entity and State: June 30, 2024

2. Time and Price for Engagement:
 - A. Estimated total hours - 155
 - B. Price for audit personnel \$ 11,700
 Price for Travel _____
 Price for typing, clerical and report preparation _____
 Total price for this engagement \$ 11,700

53. The reporting entity contains the following discretely presented component units: NONE

4. Date Annual Financial Report or a trial balance will be available: September, 2023
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.
Firm Name

By: Paul D Strom
Authorized Representative

Date: July 13, 2023 _____

Governmental Entity

Town of Bridger
Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX B

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): Town of Bridger
Carbon County
Address: 108 S D St (Street Address or P.O. Box)
406-662-3677 Telephone: _____
Bridger, MT 59014
(City/Town) (Zip Code)
Kirstin Sweet (clerk@bridger-mt.com)
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) : Strom & Associates, P.C.
Address: P.O. Box 1980 (Street Address or P.O. Box)
(406) 252-2765 Telephone: _____
Billings, MT 59103
(City/Town) (Zip Code)
Paul Strom or Tom Hayes (audit@stromcpa.net)
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:
 - A. This audit will cover the fiscal year(s) ending June 30 _____, 2024 _____ (and _____).
(Month & Day) (Year) (Year)
 - B. Date to commence audit work: January 2025
 - C. Date to submit final audit report to Entity and State: June 30, 2025

 2. Time and Price for Engagement:
 - A. Estimated total hours - 155
 - B. Price for audit personnel \$ 11,700
Price for Travel _____
Price for typing, clerical and report preparation _____
Total price for this engagement \$ 11,700

 3. The reporting entity contains the following discretely presented component units: NONE
-

4. Date Annual Financial Report or a trial balance will be available: September, 2024
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.

Firm Name

By: Paul D. Strom
Authorized Representative

Date: July 13, 2023

Governmental Entity

Town of Bridger

Entity Name

By: _____
Authorized Representative

Date: _____

**Montana Department of Administration,
Local Government Services**

By: _____
Approved By

Date: _____

APPENDIX C

Subsequent Audit under this Contract

GOVERNMENTAL ENTITY (ENTITY): Town of Bridger

Carbon County

406-662-3677 Address: 108 S D St
Telephone: (Street Address or P.O. Box)

Bridger, MT 59014
(City/Town) (Zip Code)

Kirstin Sweet (clerk@bridger-mt.com)
Contact Person(s) and E-Mail Address(es)

PUBLIC ACCOUNTANT/ACCOUNTING
FIRM (CONTRACTOR) :

Strom & Associates, P.C.

(406) 252-2765 Address: P.O. Box 1980
Telephone: (Street Address or P.O. Box)

Billings, MT 59103
(City/Town) (Zip Code)

Paul Strom or Tom Hayes (audit@stromcpa.net)
Contact Person(s) and E-Mail Address(es)

1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending
June 30 _____, 2025 _____ (and _____).
(Month & Day) (Year) (Year)

B. Date to commence audit work: January 2026

C. Date to submit final audit report
to Entity and State: June 30, 2026

2. Time and Price for Engagement:

A. Estimated total hours - 155

B. Price for audit personnel \$ 11,700
Price for Travel _____
Price for typing, clerical
and report preparation _____
Total price for this
engagement \$ 11,700

3. The reporting entity contains the following discretely presented component units: NONE

4. Date Annual Financial Report or a trial balance will be available: September, 2025
5. Number of copies of audit report Contractor will provide to Entity: Three
6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:
As needed
7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

OR

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) being audited.

Certified Public Accountant

Strom & Associates, P.C.
Firm Name

By: Paul D Strom Date: July 13, 2023
Authorized Representative

Governmental Entity

Town of Bridger
Entity Name

By: _____ Date: _____
Authorized Representative

**Montana Department of Administration,
Local Government Services**

By: _____ Date: _____
Approved By

AUDIT FIRM INFORMATION SHEET

AUDIT SERVICE CONTRACTS FOR
Bridger, MONTANA

Description: Audit services for Town of Bridger for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025.

Legal Identity (Corporation, Partnership, Individual, etc.): Strom & Associates, P.C.

Address: PO Box 1980
Billings Montana, 59103
or
3203 3rd Avenue North, Suite 208
Billings Montana, 59101

Telephone No: 406-252-2765

Fax No: 406-252-2765

Taxpayer Identification No: 20-5592100

Contact Person: Tom Hayes, CPA
Cell – 406-475-0490
Office – 406-502-2020
E-mail – tomhayescpa@gmail.com

Contact Person Paul Strom, CPA
Cell – 406-670-8481
Office – 406-252-2765
E-mail – audit@stromcpa.net

Fax Number 406-252-2765

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Cost Information/ Acceptance Form	15
System Review Report (Peer Review Letter)	Attached
Montana Department of Administration’s Standard Audit Contract	Attached

STROM & ASSOCIATES, P.C.

Certified Public Accountants

3203 3rd Ave N. Suite 208
PO Box 1980
Billings, MT 59103

Phone: 406-252-2765
E-mail: audit@stromcpa.net

July 13, 2023

Board of Trustees
Bridger
108 S D st.
Bridger, Montana 59014

Dear Town council:

We are pleased to offer this proposal for audit and non-audit services for Bridger Town for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025. The firm of Strom and Associates P.C. is a local firm. Our practice is limited to governmental auditing, accounting, and technical assistance. Our services are oriented toward School Districts, Cities, Counties, Towns, and Not-for-Profit Entities. The firm has been on the Department of Administration's Audit Roster since 1995 in excellent standing. The firm provides auditing, accounting, and consulting services to our governmental and not-for-profit clientele. Our firm currently employs eleven professional staff, five holding CPA licenses in Montana. We also employ additional staff members for assistance.

We have extensive knowledge of U.S. *Generally Accepted Auditing Standards (GAAS)*; the standards for financial audits contained in *Government Auditing Standards*; the Single Audit Act Amendments of 1996; the provisions of Office of Management and Budget's (OMB) *Audit Requirements for Federal Awards, U.S. Generally Accepted Accounting Principles (GAAP)* as prescribed by the Governmental Accounting Standards Board; and Montana County, City/Town and School District budgets.

We appreciate the opportunity to be of service to the Town and believe the attachments summarize the significant terms of our proposal. If you have any questions, please let us know. If you agree with the terms of our proposal, please sign the enclosed acceptance form and return it to us. We have also attached the Montana Department of Administration's Standard Audit contract.

We hope you find our proposal satisfactory. If you have any questions, please call Tom Hayes (Shareholder) at (406) 502-2020 or mobile (406) 475-0490 or Paul Strom (Shareholder) at (406) 252-2765 or mobile (406) 670-8481.

Sincerely,



Strom & Associates P.C. representative

Audit Scope and Objective

Audit Services

Our audit will be conducted with the objective of expressing opinions on the Town's financial statements. The audit does not include an audit of any component units of the Town.

We will audit the Town's basic financial statements, which consist of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town, as of and for the years ending June 30, 2023, June 30, 2024, and June 30, 2025. We anticipate these audits to be conducted between February and May of each subsequent year, with the final audit report being issued on or before June 30 of each subsequent year (e.g., June 30, 2023 to be issued by no later than June 30, 2024).

Accounting standards generally accepted in the United States of America (US GAAP) provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with *auditing standards generally accepted in the United States of America (US GAAS)*. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by *US GAAP* and will be subjected to certain limited procedures, but will not be audited:

- MD&A
- Budgetary Comparison Schedules - General Fund and Major Special Revenue Funds
- Schedule of Funding for Other Postemployment Benefits other than Pensions
- Schedule of Proportionate Share of Net Pension Liability
- Schedule of Contributions to Montana Retirement System

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- If during our audit we become aware that Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with *US GAAS* and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

Reporting

We will issue written reports upon completion of our Audit. Our reports will be addressed to the governing body of Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

Management Responsibilities

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements (including COVID-19-related concepts, such as lost revenues, if applicable).

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Non-Audit Services

Objective and scope of the Non-Audit Services

Current standards indicate the auditor is to separate audit services from non-audit services and ensure their independence has not been compromised with the audit services provided.

We will also assist in preparing the financial statements and related notes of Bridger in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The 2011 and 2018 *Yellow Books* differentiate between non-audit services and routine audit services. Non-audit services are defined as professional services other than audits and routine activities performed by the auditor which are typically insignificant in terms of time incurred or resources expended in producing the audit report. The above listed services are considered non-audit services.

Responsibilities of Management

You agree to assume all management responsibilities for the financial statements and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Procedures - General

GASB 34 (Basic Financial Statements) – Financial Reporting Assistance

We will obtain a copy of your trial balance, revenue code classification, schedule of capital assets and long-term debt. From this we will draft the GASB 34 financial statements. We will draft the financial statement reporting format as derived from your accounting records for the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information. Once complete we will provide a checklist of items that should be included in the report and have you complete the form as part of the process of taking responsibility for the information presented in the GASB 34 financial statements.

Notes to the Financial Statements –Reporting Assistance

We will obtain a copy of the prior year's audit report, the local government services annual financial report form which includes applicable notes and applicable GASB disclosure examples. We will request additional information from you based on obtaining information during the audit to update or expand the disclosures for the financial statements. Once complete we will provide a checklist of items that should be included in the report and have you complete the form as part of the process of taking responsibility for the information presented in the notes to the financial statements.

GASB 75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions) – Financial Reporting Assistance

We will contact the authorized representative who oversees this service and request the needed information to calculate the Other Postemployment Benefits (OPEB) liability under the Alternative Measurement Method allowed by the GASB. To perform this, we will need census data and assumptions from you. Once complete we will discuss the work performed with the authorized representative of the Town and have them sign off when they agree they understand and can take responsibility for the services provided.

PERSONNEL

AUDITOR-IN-CHARGE

Tom Hayes, CPA, JohnPaul Poelman, CPA, and/ or Paul Strom, CPA may be assigned to the audit and non-audit services as needed to complete the work in a cost efficient and timely manner. Tom and JohnPaul are located in our Helena office and may be reached at 406-475-0490. Paul is located in our Billings office and may be reached at 406-252-2765.

PAUL STROM, CPA

Paul is a 1988 graduate of University of Montana, Missoula, Montana and holds Montana CPA #2932. Paul has over two years auditing with Touche, Ross, and Company, CPA's in Saipan and the Mariana Island area, and has two years as a school business manager. He is extremely knowledgeable about government entities, governmental accounting and accounting software systems. Paul Strom and Associates has been providing audit services to governmental and not-for-profit entities in Montana and Wyoming since 1990. Paul's biggest asset is his desire to provide quality governmental auditing to our clients.

TOM HAYES, CPA, CGMA

Tom is a 1988 graduate of the Montana College of Mineral Science and Technology, Butte, Montana and holds Montana CPA license #4552. Tom has been auditing and providing accounting assistance to local governments since 1990. Tom was employed by the State of Montana for 18 years; four as a municipal auditor with the Local Government Services Bureau with the Department of Commerce, six months as a fiscal officer with the Office of Public Instruction, and nearly 14 years as an audit quality control reviewer with the Department of Commerce/Administration. Since August 2008, Tom has been auditing local governments in the State of Montana as an Audit Manager for a private firm. In August 2013, Tom joined Strom & Associates P.C. and is a shareholder.

JOHNPAUL POELMAN, CPA, MPAC

JohnPaul is a 2007 graduate of Montana State University, Bozeman, Montana and holds Montana CPA license #5935. JohnPaul graduated with a Master's degree in professional accountancy and obtained his CPA license while auditing and providing financial assistance to non-profit and governmental entities in Alaska. JohnPaul then came back to his home state of Montana and has provided auditing and financial assistance services to local governments in the State of Montana since 2010. JohnPaul has been with Strom & Associates P.C. since September of 2014 and is a shareholder.

KRISTAL MCKAMEY, CPA

Kristal is a 2006 graduate from Montana State University – Billings, Montana and holds Montana CPA license #32962. Kristal grew up in Montana and has gained experience in banking, office management, bookkeeping, and other finance and management areas. During this time she also owned and operated a private business for over 10 years, in addition to working for a non-profit organization for five of those years. In May 2018, she finished additional undergraduate business and accounting classes to work towards becoming a CPA. Kristal has been auditing since she joined Strom & Associates P.C. in September 2018 and is a shareholder.

CAROLYN SCHAAK

Carolyn Schaak is a 1985 graduate of Montana State University - Billings. Her experience in the hotel and convention business brings much insight into cash receipts and enterprise revenues. Carolyn has been with our firm since 2007. Since joining our firm, Carolyn has developed experience in governmental and not-for-profit accounting and auditing and is auditor-in-charge for our firm's audit clients.

LEE MARTIN

Lee is a 2013 graduate of Carroll College and a 2015 graduate of the University of Montana School of Business. Lee joined Strom & Associates P.C. in June 2019 after three years of experience with Wipfli LLP in Helena.

AUDIT APPROACH

Audit Procedures – General

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

During our planning part of the audit, if we identify significant risk(s) of material misstatement we will bring those to your attention at the entrance conference.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Bridger's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

ADDITIONAL DATA

CONTINUING EDUCATION

All professional staff comply with the Yellow Book which states that each auditor who performs work in accordance with *Government Auditing Standards*, including planning, directing, performing audit procedures, or reporting on a Yellow Book audit, should complete every two years, at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. In addition, auditors who do any amount of planning, directing, or reporting on *Yellow Book* audits and auditors who are not involved in those activities but charge at least 20% of their time annually to *Yellow Book* audits should also obtain at least another 56 hours (for a total of 80 hours) of CPE that enhance their professional proficiency to perform audits. In other words, everyone working on our *Yellow Book* engagement has met at least the 24-hour requirement.

PEER REVIEW

In October of 2020, Strom & Associates P.C. received a rating of *pass* in its peer review of its system of quality control. Firm's may receive a rating of *pass*, *pass with deficiencies*, or *fail*. We have attached our peer review report for your review.

FIRMS LISTING OF AUDIT CLIENTS

Counties				
Golden Valley	Jefferson	Mineral	Sweet Grass	
Cities and Towns				
Belt	Choteau	Ekalaka	Hysham	Superior
Boulder	Circle	Fairfield	Joliet	Valier
Bridger	Conrad	Fairview	Ronan	White Sulphur Springs
Cascade	Cut Bank	Fort Benton	Roundup	Winifred
Chester	Dutton	Hamilton	Scobey	Winnett
Chinook	East Helena	Harlem	Sunburst	
School Districts				
Arrowhead	Conrad	Grass Range	Monforton	Scobey
Ashland	Custer	Greenfield	Moore	Shelby
Augusta	Cut Bank	Harlowton	Nashua	Sheridan
Belt School	Denton	Harrison	Noxon	Sidney
Big Sandy	Dillon	Hays-Lodge Pole	Park City	Stanford
Blue Creek	Dutton Brady	Highwood	Plentywood	Sunburst
Boulder Elementary	East Glacier Park	Hobson	Power	Twin Bridges
Box Elder	East Helena	Hysham	Rapelje	Ulm
Broadus	Fairfield	Jefferson High	Rau	Valier
Chester-Joplin-	Fairview	Lewistown	Red Lodge	White Sulphur Springs
Inverness				Winifred
Choteau	Fort Benton	Lincoln	Reed Point	Winnett
Clancy	Froid	Lolo	Roberts	
Colstrip	Geraldine	Manhattan	Roy	
Columbus	Geyser	Melstone	Savage	
Special Purpose Governments				
Big Sky Special Needs Special Education Cooperative			Buffalo Rapids Irrigation District #1	
Cabinet Mountain Special Education Cooperative			Buffalo Rapids Irrigation District #2	
Central Montana Learning Resource Center			Huntley Project Irrigation District	
Eastern Yellowstone Special Education Cooperative			Blaine County Airport Commission	
Northcentral Resource Learning Center			Colstrip Medical Center	
Prickly Pear Special Education Cooperative			Tri-City Interlocal Equipment Pool	
Stillwater/Sweet Grass Special Education Cooperative			St. Regis Resort Area District	
Not-For-Profit / For-Profit				
Cut Bank Education Foundation			Western Organization of Resource Councils – Education Project	
New Day, Inc.			Western Organization of Resource Councils	
Western Native Voice				

AUDIT ADMINISTRATION, FEES, AND OTHER

We understand that your employees will assist with all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We also understand you have prepared your annual financial report as required by the Montana Single Audit Act. We also understand you will send to us any documents requested prior to our on-site visit. These may include but is not limited to: Annual Financial Report Form; Budget Form; year-end bank statements; listing of outstanding warrants; Minutes of the governing body; access to your accounting software; and any other document listed on our list of information needed on the audit preparation schedule.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to Bridger; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Strom & Associates P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available to the oversight grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Strom & Associates P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal and/or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees and estimated hours for these services are listed in the attached "Cost Information" document. Hours based on each individual section of the audit are determined once the audit risk assessment begins, which is after we have received audit documentation including the minutes to read.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our standard fee for other services is included in the attached "Cost Information." Further, the fees do not include any non-audit services.

COST INFORMATION/ ACCEPTANCE FORM

Acceptance of Audit and Non-audit Services

Audit and non-audit services for Bridger for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025.

We have read the audit and non-audit proposal submitted to us by Strom & Associates P.C. dated July 13, 2023 and are awarding you the contract. We agree to the fees as noted below:

Cost Information			
Type of Service	FY 2023	FY 2024	FY 2025
Audit Services	\$ 11,700	\$ 11,700	\$ 11,700
Non-Audit Services			
Notes to the Financial Statements	600	600	600
Total	\$ 12,300	\$ 12,300	\$ 12,300

Estimated budgeted hours			
Staff Member	FY 2023	FY 2024	FY 2025
Admin support	10	10	10
Review	35	35	35
Auditor in Charge	110	110	110
Total	155	155	155

Additional costs, when applicable:

- OPEB (Alternative method) Estimated **\$500**

In addition, the Town understands the Town is responsible for the preparation and fair presentation of the Town’s financial statements in accordance with accounting principles generally accepted in the United States of America which includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Town’s financial statements and that they are free from material misstatement whether due to fraud or error.

Non-Audit Estimated Fees

- Our fees for non-audit services not specified in the proposal are **\$135** per hour.

The Town understands that for any non-audit services the Town agrees to designate a Town employee to oversee the work and to evaluate the adequacy and results of the non-audit services. The designated person will provide our firm with a brief résumé of the employee’s skills, knowledge, and experience. The Town also agrees to take responsibility for the non-audit services, including the responsibility for decisions made. In addition, the Town understands that, if an independence concern arises, we will discuss the matter with management to arrive at procedures to be performed to avoid the independence issue or the firm will have to excuse themselves from said service, as required by professional standards.

Authorized Representative

Title

Date

Please mail to:
 STROM & ASSOCIATES P.C.
 Certified Public Accountants
 P.O. Box 1980
 Billings, Montana 59103

RESOLUTION NO. 262

A RESOLUTION TO ADOPT A SPECIAL EVENTS POLICY FOR USE OF TOWN OF BRIDGER PROPERTY.

WHEREAS, the Town Council of the Town of Bridger has been advised by the Montana Municipal Interlocal Authority that it is in the best interest of the Town to ensure that the Town's Special Events policy requires applicants for Special Events to properly insure against potential liability and name the Town as an additional insured on all policies of liability insurance.

NOW THEREFORE BE IT RESOLVED, the attached pages are adopted as the Special Events Policy and Special Events application for use of Town of Bridger property.

DULY passed and adopted at a regular meeting of the Bridger Town Council this 8th day of August 2023. This Resolution shall become effective immediately upon passage.

Clifford Shultz, Mayor

ATTEST:

Kirstin Sweet, Town Clerk / Treasurer

TOWN OF BRIDGER SPECIAL EVENTS POLICY

This policy sets forth the conditions and requirements for the use of any Town of Bridger property for a Special Event. Special Events are events in which event holders are charging admission, closing a city street, serving alcohol, setting off fireworks, putting on a rodeo, farmer's markets, concerts, sidewalk sales, weddings & receptions, car shows, sporting events, or any other organized, pre-planned activities involving multiple people on Town Property. Special Events shall be prohibited unless such use has been specifically approved in advance by the Bridger Town Council.

1. Application. An applicant shall submit a written application specifying the nature of the special event, the area planned for the special event, whether alcohol will be present, time period of special event, number of people anticipated to participate, whether a street and/or alley closure is necessary, if security is needed, whether trash removal is needed, and whether restrooms are required and provided. **The deadline for filing a completed application shall allow for at least two (2) town council meetings prior to the special event. The council meets on the first Tuesday of each month.**
2. Notification to Abutting Businesses. If street closure is requested, the applicant shall provide with the application evidence of notification of each property owner or representative abutting and within one hundred feet (100') of the special event for their comment prior to the date of approval.
3. Clean-up Deposit. Upon approval of the application, the applicants shall pay a clean-up deposit towards cleanup of the special event area. This clean-up deposit shall be refunded upon verification by the Town that the area is trash-free and has been restored to the condition it was in prior to the use.
4. Insurance; Indemnification. The applicant shall submit proof of insurance for comprehensive general liability, automobile liability and designated premises liability in the amount of One Million dollars (\$1,000,000) per Occurrence and Two Million (\$2,000,000) General Aggregate. Special Events involving alcohol shall provide Liquor Liability coverage with a minimum limit of One Million dollars (\$1,000,000) per Occurrence. Each policy shall list the **Town of Bridger as an additional named insured.** The town council may require insurance coverage in a higher or lower amount based upon the type of special event, the number of persons anticipated to attend the special event, or the anticipated number of persons participating in the special event. The applicant shall indemnify the Town of Bridger against all claims arising from, or related to, the Special event.
5. Primary Insurance and Waiver of Subrogation. The applicant shall agree that applicant's insurance is primary and waive all rights of subrogation against the Town of Bridger.
6. Alcohol. No sale of alcohol is allowed unless proper licensing is prepared in advance of the special event. The applicant must demonstrate that all state and local liquor control regulations permitting the sale and consumption of alcohol have been complied with and must provide copies of all applicable state and local liquor permits with the special event application.

If the event holder intends to sell or provide alcohol to attendees, the applicant must specify the location and size of the area wherein they propose to sell the alcohol and where it may be consumed. The applicant must also request a waiver of the open alcohol prohibition limited to specified area.

7. Security. An applicant requesting a special event permit to sell beer and/or alcohol is **required to contact the Bridger Police Department and arrange and pay for security for the event.**

TOWN OF BRIDGER SPECIAL EVENTS APPLICATION

Name/ Purpose of Special Event: _____

Area Proposed for Special Event: _____

Date and Time of Special Event: _____

Number of People Anticipated to Attend: _____

Please check the requirements applicable to your special event:

Street/Alley Closure Requested. (If a street closure is requested, the applicant must provide evidence that the applicant has notified each property owner or its authorized representative abutting the proposed use area of the special event)

Security Needed. (In the event that alcohol is present, the event holders must arrange and pay for security. Contact the Bridger Police Chief for details).

Alcohol will be sold during special event. Please specify the location and size of the area where alcohol will be sold/consumed with a map per #6 on page 1.

Waiver of Open Alcohol Prohibition Requested.

Proof of Insurance Provided. (In the event that alcohol, fireworks or rodeo are involved in the special event, the event holders must provide proof of liability insurance as required in Bridger's special events policy). **Proof of Liability Insurance must be presented to the Bridger Town Clerk at least two weeks prior to the scheduled event. Failure to present proof of liability insurance is grounds for revocation of the special events permit.**

Refundable Clean-up Deposit Paid in the Amount of _____.

Indemnification and Waiver of Subrogation. Applicant hereby agrees to indemnify and defend the Town of Bridger against all claims arising from, or related to, the Special event. Applicant hereby agrees that applicant's insurance is primary and waives all rights of subrogation against the Town of Bridger.

Deadline for Filing. The deadline for filing a completed application shall allow for at least two council meetings to take place prior to the scheduled special event. The council meets on the first Tuesday of each month.

Date

Signature of Applicant

Address: _____

Phone #: _____

BRIDGER TOWN COUNCIL ACTION ON APPLICATION

Applicant:

At a meeting of the Bridger Town Council held on _____ day of _____, 20____ the Council voted for the following action on your Special Events Application:

Special Event Application APPROVED without restrictions.

Special Event Application APPROVED with the following conditions:

Security approved for _____ officer(s) at \$ _____ per _____.

Special Event Application DENIED.

Dated: _____

Bridger Mayor

Bridger City Court

User: CU0236

End of Period Disbursement Detail
 Bank Account: Bank of Bridger - 110582
 From 07/25/2023 to 07/25/2023
 Total Only

Check Number: None

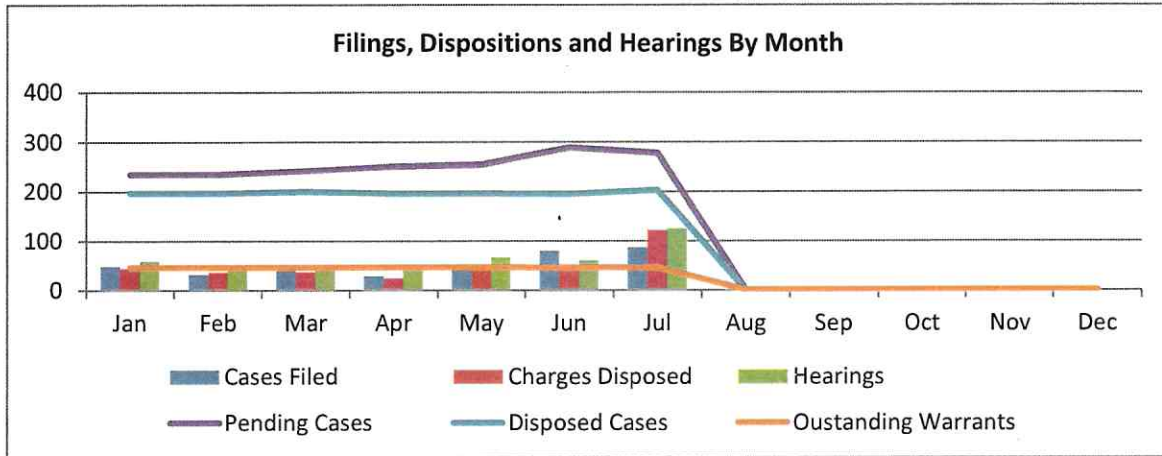
Date	Description	Case Number	Payer	Citation No.	Amount
Account 200-177 - Criminal Conviction Surcharge 7467 MCA 3-1-318					
Account 200-177 Total:					\$110.00
Account 200-210 - Fines / Forfeitures - 1000 & 7451 (50/50 Split)					
Account 200-210 Total:					\$7,107.36
Bank Reconciliation Journal Entry: Move June Interest to Fines & Forfeitures					
Account 200-250 - Misdemeanor Surcharge					
Account 200-250 Total:					\$165.00
Account 200-340 - Technology Surcharge - 7458					
Account 200-340 Total:					\$100.00
Account 200-380 - Victim Witness Admin Fee					
Account 200-380 Total:					\$1.00
Account 200-390 - Victim Witness Surcharge - 7699					
Account 200-390 Total:					\$49.00
Check Total:					\$ 7,532.36
Report Total:					\$7,532.36

Bridger City Court 2023 Summary Report

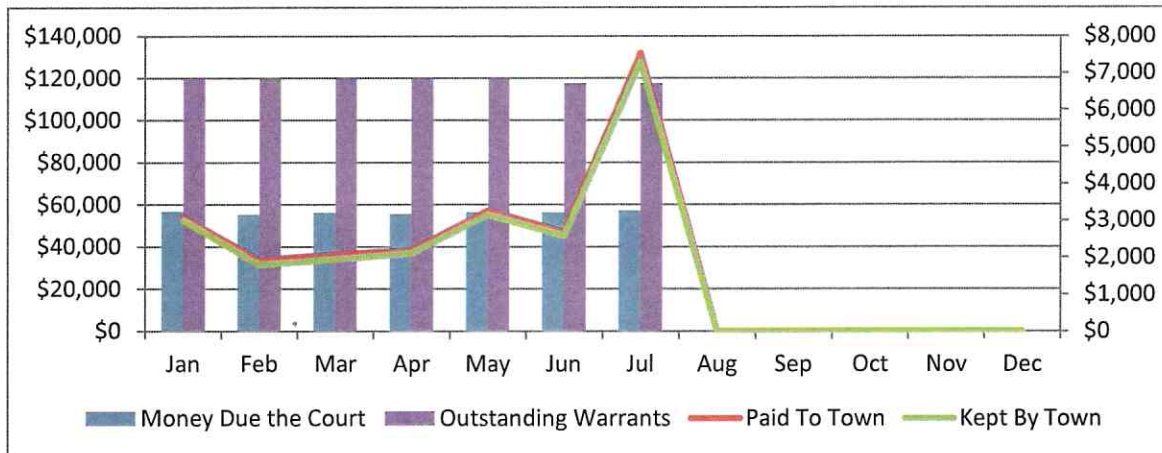
August 7, 2023

by Bert Kraft, Bridger City Judge

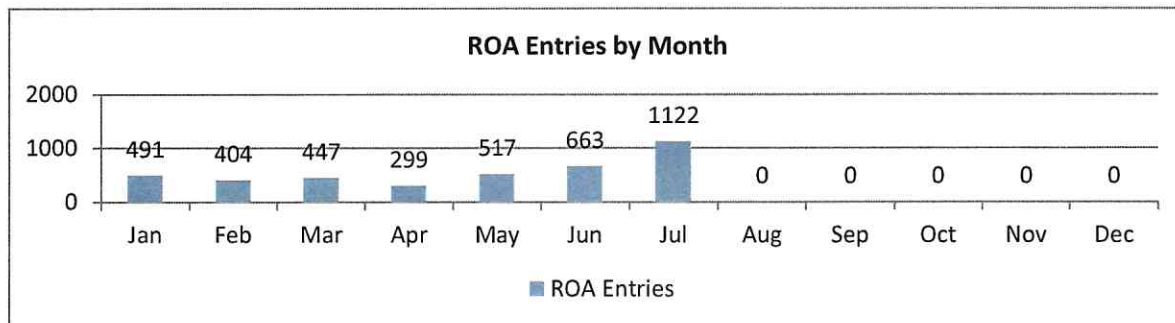
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Financials PAID: \$22,700.35



Docket TOT: 3,943



Bridger City Court

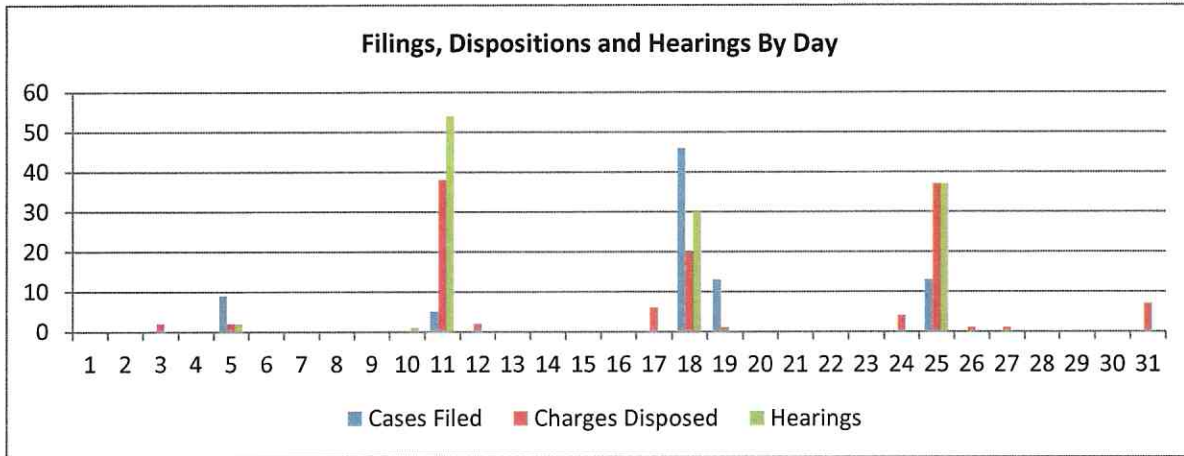
July 2023 Summary Report

August 7, 2023

by Bert Kraft, Bridger City Judge

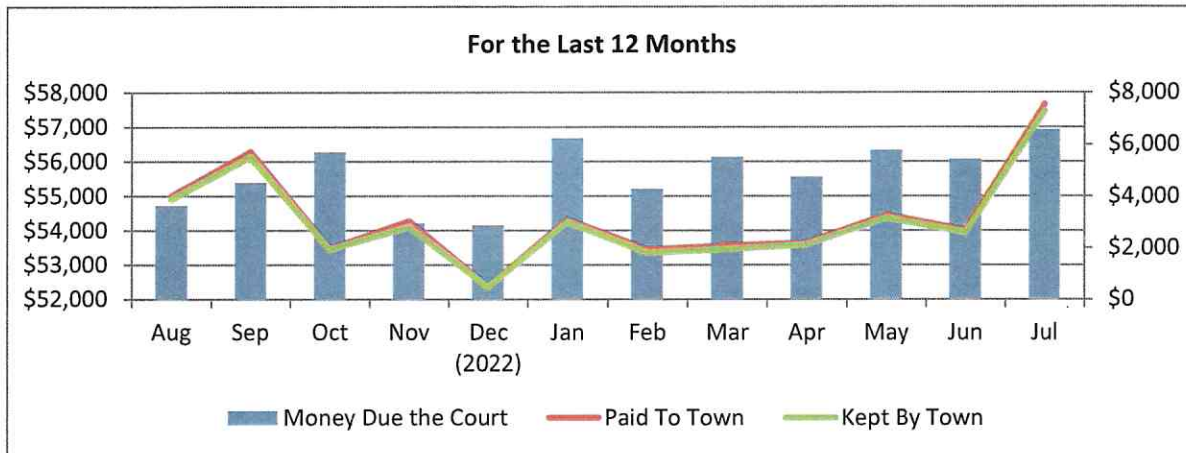
CW2: 207 H: 124
 P: 278 D: 203 W: 45

Activity



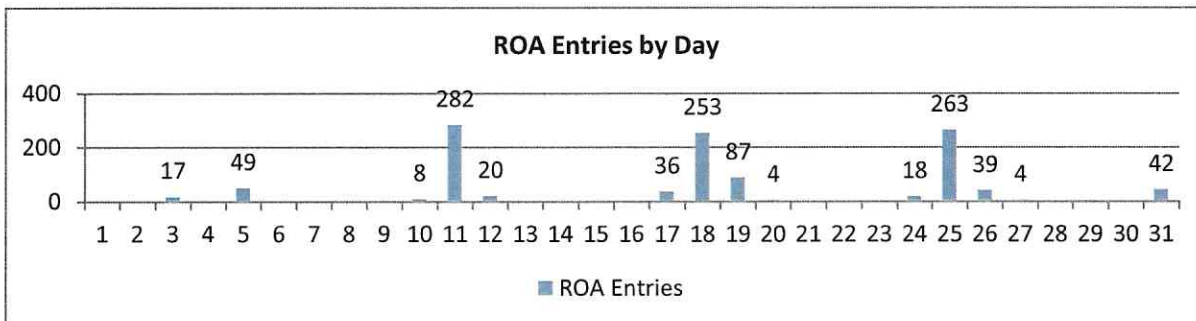
Financials

PAID: \$7,532.36 DUE: \$56,917.55 W: \$117,589.00



Docket

TOT: 1,122



Journal

Entry	Hours	80
7/3/2023 Office	7	
7/5/2023 Compliance Court	7	
7/10/2023 Office	7	
7/11/2023 Open Court	8	
7/12/2023 Compliance Court	7	
7/17/2023 Office	7	
7/18/2023 Open Court	7	
7/19/2023 Compliance Court	7	
7/24/2023 Office	7	
7/25/2023 Open Court	8	
7/26/2023 Compliance Court	7	
7/31/2023 Office	1	

BRIDGER POLICE STATS FOR MONTH ENDING 07-31-23

TRAFFIC

Speeding 81

INSUR 5

REG 5/SUSPENDED 2

X-WALK 1

WARNINGS 35

AGANCY ASSIST (INCLUDING AMBULANCE) 15

WELFARE CHECK 10

CITIZEN ASSIST 15

BAR WALK THRU 20

Bad pass 1/No DI 1

Alarms 5

QUESTIONS????



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