



PO Box 943, Seymour, IN 47274 | (812) 522-9444 (ph.) (812) 522-9494 (fax)
115 W. Washington St, South Tower, Suite 1690, Indianapolis, IN 46204 | (317) 820-3440 (ph.)
www.ReedyFinancialGroup.com

April 9th, 2026

Attention: Ms. Jennifer Reske, Town Manager & Teresa Retherford, Clerk-Treasurer
Town of Lapel, Town Council
1011 North Main Street,
Lapel, Indiana 46051

We are excited about the opportunity to work with you and the Town to provide expert governmental accounting and financial advising services that have made Reedy Financial Group a valuable asset to our clients. Our standard engagement is enclosed specifying the services we can provide for the Town. The information below represents a breakdown of services and a not to exceed amount for services discussed with the Town. Should there be any questions regarding this information please do not hesitate to be in touch.

Town Services

- Long-Term Operating and Capital Improvement Plan –
 - This plan will serve as the Town’s guidance for historical, current, and future year budgeted spending and structuring of future operating and capital budgets. The financial plan includes the Town’s macro level financial structure and provides an outline for meeting financial goals as outlined by the Town.
 - As discussed, the plan provides a road map to meet and exceed financial goals outlined by the Town. We have found that the plan serves as a great risk management tool given the unforeseen financial environment all communities face today.
 - Further detail is provided for these services within the standard engagement.
- Preparation and Assistance of the Town’s Annual Budget –
 - RFG’s process for budgeting includes the integration of the Town’s long-term operational and capital improvement plan as well as the preparation of a detailed “BudgetBook” to allow for Town decision makers to have all revenue, expense, and cashflow information by fund available throughout the budget process.
 - We will work with the Town to incorporate all statutory budget deadlines into a timeline that creates efficiency and timeliness for all parties involved in the budget process. RFG will be part of this process from start to finish to help streamline and build efficiencies.
 - RFG will partner with the Clerk-Treasurer to seamlessly integrate the budget book and all the Town’s long-term planning goals into the DLGF Gateway Budget software.
 - Further detail is provided for this service within the detailed engagement.

- Management Report Preparation –
 - Preparation of a management report provides micro level detail of the Town’s current budget and the allocation of resources throughout all budgeted funds. This is a useful resource for ensuring the Town will meet its financial goals such as cash reserves and unused appropriations as well as an essential part of budget monitoring for the Town as a whole.
 - Further detail is provided for this service within the detailed engagement.

Per discussions with Town Officials, the above services would include up to six (6) meetings which are generally broken down in topics as follows:

- **Jan-April** – Yearend financial update meeting. Allows Town Officials to see the overall year-end financial position and how the plan compared to goals previously set within the overall long-term plan. Continue to develop policies and goals as well as discuss potential legislation changes.
- **April-June** – First quarter financial update meeting. Snapshot of first quarter financial position. Begin developing compensation goals and discussion for ensuing year budget. Plan updates pertaining to legislative impacts.
- **June-August** – Second quarter financial update meeting. Usually takes place after June 30th ledgers are available and remaining budget item requests are collected. This is the period where multiple budgetbook drafts would be built and discussed. Often times a budget educational workshop will happen once this information is compiled (educational workshop would be outside of fixed engagement as we discussed in meeting).
- **Month of September** – usually includes budget public hearing meeting (optional).
- **Month of October** – usually includes budget adoption meeting (optional). In most cases, RFG does not need to attend this meeting as the budget is substantially complete and ready to submit.
- **November-December** – Third quarter financial update meeting. Provides information on final budget including projected cash flows for ensuing year. Begins discussions on long-term capital plan updates as well as outlining any new goals Town Officials may have for ensuing year.

Our fee for the above ongoing services will be fixed at an amount of \$42,000 annually and pro-rated for the remainder of the 2026 calendar year. Per discussion with the Town, this will be billed as an annualized amount that is consistent on a monthly basis at \$3,500 per month to assist in transparency of cash flow as well as to simplify the process for the Clerk-Treasurer’s office.

Other Services

The following services were discussed at a high level during the meeting and would fall outside of the annual contract and billed as individual special projects. Depending on the type and complexity of each special project, our team can create not to exceed amounts or bill hourly rates for these types of projects.

- Assistance and education of offices such as Clerk-Treasurer’s Office, Town Council, etc. will be billed at an hourly rate range specified in the detailed scope of services based on the type of service being provided.
- Legislative Impact Analysis – rather than recreating information that has already been prepared by our team for Madison County as a whole, RFG has the ability to continuously update parcel level data to reflect the year-by-year impact of legislation changes. Notably in 2026, legislation has included the new MUST Committee to analyze and discuss the proposed local income tax (“LIT”) changes unit wide later in the 2026 budget year. RFG is able to help provide transparency on what projected LIT rates would produce for each type of unit under these new changes to enhance discussions between local units.
- Municipal Advising Services – when municipal advising services are required, these services are funded out of debt issuance proceeds.
- Other Special Projects – from time to time, our firm is asked to prepare certain reports or perform work which may not be clearly identifiable in the aforementioned service categories as well as in the enclosed detailed engagement letter. For this reason, we have a Special Projects billing code which can and may be used for these types of financial or accounting related activities.

For out-of-pocket expenses including but not limited to copying costs, parking fees and travel expenses, our fees will be billed at cost.

We thank you for our continued relationship and look forward to serving the Town now and in the future.

Authorized Official
Town of Lapel, Indiana

Date