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To the Board of Education
Davenport Community School District
1702 N Main Street
Davenport, Iowa 52803

Attention: Dr. Robert Kobylski, Superintendent and Claudia Wood, Chief Financial Officer

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Davenport Community School District.

We will apply the agreed-upon procedures listed in the attached schedule that were specified and agreed to by the District as requested by the Office of the State Auditor of Iowa. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures performed or to be performed is solely the responsibility of the District and we will require an acknowledgment in writing of that responsibility. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which the agreed-upon procedures report has been requested or for any other purpose.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination or review, we will not express an opinion or conclusion on the documentation and transactions of the Lincoln School bid process and sale or the District's conformance with the requirements described in the attached schedule. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the District. If, for any reason, we are unable to complete any of the procedures, we will describe in our report any restrictions on the performance of the procedures, or not issue a report and withdraw from this engagement. You understand that the report is intended solely for the information and use of the District and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the procedures that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that contradict conformance with the requirements in the attached schedule, we will disclose those matters in our report.

You are responsible for complying with the requirements as listed in the attached schedule and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes. You are also responsible for, and agree to provide us with, a written assertion that the information provided is complete, accurate and original. In addition, you are responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

November 7, 2019

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At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the compliance of the process and documentation of the Lincoln bid process and sale in accordance with the attached procedures.

Sarah Bohnsack, Partner is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services is \$125 per hour. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you before we incur additional costs.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their agreement with the procedures performed or to be performed and their responsibility for the sufficiency of procedures.

Sincerely,



Sarah Bohnsack, Partner
Bohnsack & Frommelt LLP

RESPONSE:

This letter correctly sets forth the understanding of Davenport Community School District.

Management signature:  _____

Title: Superintendent _____

Date: 11/7/19 _____

**Davenport Community School District
Davenport, Iowa**

Agreed Upon Procedures to Be Performed

Exhibit A

1. We will obtain the following documents:
 - a. Please provide a timeline since Lincoln school closed in spring 2012 of the dates bids were advertised, bids were opened, and any dates written offers on the building were received through the sale of the school. Please provide all documentation.
 - b. Affidavits of publications for all bidding processes for the sale of Lincoln school for fiscal years June 30, 2013 through 2019.
 - c. The minutes of all Board meetings that include a discussion and resolution on offers to purchase Lincoln school.
 - d. All appraisals performed on Lincoln school for fiscal years June 30, 2013 through 2019.
 - e. The District's conflict of interest policy and any signed conflict of interest statements of Board members and management for fiscal year 2019.
 - f. Dates of Board meetings in fiscal year 2019 when the Board went into closed session regarding sale of property.
 - g. The District's policy on bidding procedures.
 - h. The bid/offer by the buyer of Lincoln school and the settlement statement.
2. From the documents provided,
 - a. We will compare the information to Chapter 297.22 of the Code of Iowa to determine compliance in disposing of the property.
 - b. We will determine if school board minutes clearly document why offers to purchase the building were rejected.
 - c. We will review potential conflicts of interest between school board members, school employees and possible buyers of the property.
 - d. We will determine compliance by the Board of Education with Chapter 21 of the Code of Iowa for entering closed sessions.
 - e. We will provide a summary of dates and values of all appraisals performed.
 - f. We will determine if Board of Education followed District policy regarding bid procedures and conflict of interest.
 - g. We will summarize the bid process for selling Lincoln school including dates bids were rejected and dates the District opened bids again.
3. We will summarize findings and observations in a report to you and provide the report to the Office of Auditor of State of Iowa.