

CHESLA & ASSOCIATES, PC

CERTIFIED PUBLIC ACCOUNTANTS
MICHAEL R. CHESLA, CPA
TERI L. CHESLA, CPA

518 S. FRONT STREET
MARQUETTE, MICHIGAN 49855
906-228-5150

January 1, 2024

City of Marquette Downtown Development Authority
337 West Washington
Marquette, MI 49855

Dear Rebecca,

We are pleased to confirm our acceptance and understanding of the services we will provide for the year ended December 31, 2024.

You have requested that we perform the following services:

1. We will provide you with the following bookkeeping services:

- We will prepare your periodic payroll from information you provide including Federal and State withholding tax requirements.
- We will prepare your monthly, quarterly and annual payroll tax returns, including 1099-MISC, where applicable with information you provide for us.
- We will also facilitate payment of any federal and/or state payroll taxes as applicable.

Other Relevant Information

You are responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping and payroll tax services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Michael R. Chesla, CPA is the engagement partner and is responsible for supervising the engagement.

Our fees for the bookkeeping and payroll tax return services will be \$145.00 per payroll. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. 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. Invoices for our bookkeeping services will be rendered each month as work progresses and are payable upon presentation.

The City of Marquette Downtown Development Authority will provide a 60 day notice should we decide to modify the level of services needed once we've completed our accounting assessment.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

This agreement will be effective through December 31, 2024.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from Management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,



Michael R. Chesla, CPA
Chesla & Associates, PC

Acknowledged:

City of Marquette Downtown Development Authority

Jodi Lanciani Operations Director
Authorized Representative / Title

12-20-2023
Date