



May 20, 2021

Ogden Preparatory Academy  
320 West 600 South  
Lindon, UT 84042

This fee proposal submitted by Squire & Company, PC is in response to a request to provide a fee proposal for audit and related services for Ogden Preparatory Academy. Our fee proposal is enclosed.

Contact information for the firm is as follows:

Address: 1329 South 800 East Orem, Utah 84097-7700  
Telephone: (801) 494-6031 Fax: (801) 228-2118  
Your contact: M. Paul Winward, CPA  
e-mail: paulw@squire.com

As you read the proposal please keep in mind that we are available to assist the school beyond the audit. We have been a consistent resource for charter schools since the first charter schools opened to students in 1999. Many schools have benefitted from our charter school training and presentations at UAPCS conferences.

Our experience with nearly 40 Utah charter schools and 18 Utah school districts, and our experience with QuickBooks accounting system allow us to give the school the outstanding, professional service needed to comply with accounting, auditing and reporting standards, and to act as a valued resource.

Squire has completed 672 charter school audits and 299 school district audits to date. We have consistently provided audit and related services to charter schools throughout Utah and have been able to submit our reports by the established deadlines.

Our goal is to do more than our clients expect. We trust this proposal meets your expectations. We know we can provide a quality product while giving Ogden Preparatory Academy the personal and professional attention it seeks. Please call for additional information.

Sincerely,

A handwritten signature in black ink that reads "Squire &amp; Company, PC". The signature is written in a cursive, flowing style.

Squire & Company, PC

Enclosures:  
Copy of fee proposal

**OGDEN PREPARATORY ACADEMY**

FEE PROPOSAL

May 20, 2021



1329 South 800 East • Orem, Utah 84097-7700 • (801) 225-6900

Prepared by  
M. Paul Winward, CPA

**OGDEN PREPARATORY ACADEMY**  
**Pricing Proposal for Audit and Related Services**  
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**Introduction to Squire & Company, PC**

Since 1973, Squire & Company, PC, located in Orem, Utah, has provided a full range of professional services in auditing, accounting, taxes, and employee benefit plans as well as management and accounting system consulting. Our firm consists of 59 certified public accountants as well as a support staff of 40 in the following areas:

Partners	24
Professional staff	86
Secretaries and administrator	25

All of the certified public accountants at Squire & Company, PC are currently licensed to practice in the State of Utah.

Squire had provided auditing and related services for school districts since the firm began in 1973. Squire currently provides auditing and related services to 18 Utah school districts.

Squire was also one of the first accounting firms in Utah to perform audit and related services for charter schools when they opened in 1999. Since that time, Squire has continued to provide services to charter schools and has been selected by many charter schools to perform audit and related services.

We currently provide auditing and related services to nearly 40 charters schools throughout the state of Utah. To date, Squire has successfully completed 672 charter school audits.

Contact information for the firm is as follows:

Address:	Squire & Company, PC 1329 South 800 East Orem, Utah 84097-7700
Telephone:	(801) 494-6031
Facsimile:	(801) 228-2118
Your contact:	M. Paul Winward, CPA
e-mail:	paulw@squire.com

**Charter School Resource**

Squire is committed to being a resource to charter schools. Squire identified a need for training charter school accountants and began hosting training in 2007 focused on charter school accounting issues. This training will continue in the future and is open to all charter school accountants; regardless of whether they have Squire perform their audit services. Squire’s charter school training has consistently received high marks from charter school accountants as being the best training available.

Our charter school training is indicative of the time and effort spent by Squire to stay informed of charter school accounting issues and to provide charter schools with timely, relevant information necessary to comply with new state rules and regulations and to provide better information on which to base decisions. Much of knowledge is based on the extensive work Squire performs for Utah charter schools and school districts, inquiries received throughout the year, and our interaction with the Utah State Office of Education.

In addition, Squire has been invited to make presentations at the Utah Association of Public Charter Schools’ annual conferences.

**Experienced Professionals**

The professionals directly assigned to work on charter school engagements include the following:

M. Paul Winward, CPA – Engagement Partner

Paul joined Squire in 1996 while finishing his master of accountancy degree from Brigham Young University. Paul has twenty-three years of auditing experience working in public accounting at Squire. Paul serves as the engagement partner for many of the firm’s charter school audits. Paul has been actively involved in teaching charter school board members and accounting personnel through Squire’s charter school training and Utah Association of Public Charter Schools conferences. His nonprofit experience also includes working with membership societies, community health centers, school district foundations; among other organizations organized to provide various services to the community.

David R Brown, CPA – Engagement Quality Control Partner

Dave received a master of accountancy degree from Utah State in December 1993; he also has an associate’s degree from Snow College in computer information systems. He has twenty-two years experience working in public accounting at Squire as well as four years experience as a controller for a multi-state engineering firm. Dave serves as engagement partner for several school districts and charter school audits. Dave understands accounting systems and accounting functions and assists clients in designing and implementing adequate internal controls.

Additional Squire staff who have experience with charter schools and who may be assigned to perform audit and related services for the charter school are as follows:

Michael Bullock, CPA	Jessica Forbush, CPA	Stephen Olsen, CPA
Kyle Greene, CPA	Thomas Hezseltine, CPA	Matt Christensen, CPA
Reva Renner, CPA	Sheila Sawka, CPA	Courtney Booke, CPA
Zach Brady, CPA	Ross Barton, CPA	Devan Bartholomew, CPA

Our firm experiences low turnover and the partner and staff assigned to work on the audit would likely remain constant unless personnel changes were requested by the school.

We do not plan to use the services of other audit firms or specialists in the course of the audit.

Our firm issues about 100 audit reports annually under the provisions of Government Auditing Standards and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Squire & Company, PC has not been the object of any disciplinary action during its existence. No firm employee has had a complaint against them by the state board of accountancy or any other regulatory authority. Our peer review report is included as Appendix V and can be accessed at <http://peerreview.aicpaservices.org/publicfile/default.asp>.

### **Qualifications and Knowledge**

In relation to charter schools, our firm meets the independence requirements of the American Institute of Certified Public Accountants.

Our auditors responsible for planning, directing, conducting, or reporting on nonprofit engagements have completed annually over 40 hours of continuing education and training with at least 12 of those hours in subjects directly related to the nonprofit environment and to nonprofit accounting and auditing.

Squire & Company, PC has an appropriate internal control system in place and participates in an external quality control review program. Our established internal quality control system provides reasonable assurance that we have established, and are following, adequate audit policies and procedures and have adopted, and are following, applicable audit standards. Also, every three years, we undergo an external quality control review that determines that our internal quality control system is in place and operating effectively and established policies and procedures and applicable accounting standards are being followed in our audit work.

The firm is a member of the AICPA's Center for Audit Quality and Government Audit Quality Center. The firm subscribes to the AICPA *Audit & Accounting Guide –Not-for-Profit Entities*, AICPA *Not-for-Profit Entities Illustrative Financial Statements*, AICPA *Not-for-Profit Entities: Best Practices in Presentation and Disclosure*, and to the monthly newsletter *PPC Nonprofit Update*. These subscriptions supplement our extensive audit and accounting library.

We are familiar with auditing computer-based accounting systems. We have experience auditing charter schools using QuickBooks. We are freely accessible to the School's personnel and will be able to respond quickly to requests.

We are very familiar with the GASB financial reporting standards and have assisted our clients with the preparation of their financial statements in accordance with those standards. We are available to assist the School's personnel in implementing the new requirements and the preparation of the financial statements.

### **Audit Approach**

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

We will also audit the compliance of Ogden Preparatory Academy with compliance requirements applicable to the school described in the *State Compliance Audit Guide*.

Because Ogden Preparatory Academy expends more than \$750,000 of federal funds, our audit will also be conducted in accordance with the Single Audit Act and the provisions of 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and will include test of the accounting records, a determination of major federal programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express an opinion and to render the required reports. The audit report would include the required supplementary schedule of expenditures of federal awards. We will also prepare the Data Collection Form that summarizes our audit findings. The Data Collection Form will be submitted online as required by the Federal Audit Clearinghouse.

As required by auditing standards, we will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. We will also perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program, when applicable.

We will work closely with Ogden Preparatory Academy’s administration, as their schedules permit, in planning and conducting the audit. We will also work with Ogden Preparatory Academy’s Board to identify specific areas to emphasize in order to obtain the desired level of audit coverage in those areas.

We will prepare a letter to management that will include our findings and recommendations relative to internal control and compliance with applicable laws and regulations and the provisions of contracts and grant agreements, as applicable, and adherence to generally accepted accounting principles. The management letter should include the written responses from the school for each recommendation.

We plan to discuss any accounting issues with management as they arise and to meet with the board or a board committee to present our audit and any findings related to the audit.

A calendar of anticipated dates for completing the various services is provided in Appendix IV. Squire plans to meet these dates and submit all reports by their due dates.

**Public School Audit Experience**

Appendix I provides a list of the charter schools Squire currently serves and those Squire has served in the past. Appendix II provides a list of the school districts Squire currently serves.

Squire has successfully completed a total of 672 charter school audits and over 299 school district audits. The amount of work performed for charter schools and school districts provides Squire with the unique ability to perform audit and related services in an efficient, cost-effective manner. This results in substantial costs savings when Squire provides these services to any charter school because of our experience with the accounting and compliance issues encountered by charter schools.

The following charter schools, similar in size to Ogden Preparatory Academy, are provided as references:

Charter School	Contact	Phone	Email	October 2020 Enrollment Count
Entheos Academy	Esther Blackwell	801-417-5444	esther.blackwell@entheosacademy.org	1,038
Lincoln Academy	Jake Hunt	801-756-2039	hunt@lincoln-academy.org	882
Vista at Entrada, School of Performing Arts and Technology	Troy Bradshaw	435-673-4110	tbradshaw@vistautah.com	1,034

### **Proposed Fees**

Squire is committed to providing quality, timely service at a good value to charter schools. The knowledge and experience Squire has gained from performing audit services for many years allows us to complete these services more efficiently and cost-effectively without sacrificing quality of service or timeliness of report submission.

Squire has also worked with Ogden Preparatory Academy for five years and we are familiar with your systems and procedures.

Appendix III provides the proposed fee range (based on Ogden Preparatory Academy's October 1, 2020 enrollment) for the year ending June 30, 2021.

Squire fees identified in this proposal will change for anticipated increases in the cost of living and any changes in the enrollment of the school in subsequent years.

Additional services and consultation beyond the normal scope of a financial audit are available upon your approval at our standard rates, averaging \$180 per hour. Examples of such services are implementation of new accounting standards, payroll assistance, pension plan administration and assistance, and other accounting issues.

### **Records Retention**

We will retain copies of all audit working papers, audit programs, time control records, and reports for a period of at least five years after completion of related services and such records are available for inspection by Ogden Preparatory Academy and oversight agencies, at your request.

### **Non-discrimination Clause**

We affirm that Squire does not discriminate against any individual because of race, religion, sex, color, age, handicap, or national origin, and that these shall not be a factor in consideration for employment, selection for training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

### **Other Services**

Ogden Preparatory Academy will have access to all the professionals at Squire. In addition, we stand ready to assist Ogden Preparatory Academy in implementing new accounting and regulatory standards as they become effective.

Our goal is to do more than our clients expect. We trust this proposal meets your expectations. We know we can provide a quality product while giving Ogden Preparatory Academy the personal and professional attention it seeks. Please call for additional information.



APPENDIX I

Utah Charter Schools Audited by Squire

Charter School	Contact	Phone	Years as Auditor	October 2020 Enrollment Count
Beehive Science & Technology Academy	Hanifi Oguz	801-576-0070	15	312
Canyon Rim Academy	Dave Garrett	801-474-2066	12	525
Channing Hall	Jacki Stout	801-572-2709	14	579
City Academy	Prasad Boppana	801-596-8489	21	136
DaVinci Academy of Science and the Arts	Fred Donaldson	801-409-0700	16	1,283
Dual Immersion Academy	Angela Fanjul	801-972-1425	13	443
East Hollywood High School	Ryan Marchant	801-886-8181	16	273
Entheos Academy	Esther Blackwell	801-417-5444	12	1,038
Esperanza Elementary School	Eulogio Alejandre	801-305-1450	6	527
Fast Forward Charter High School	Ryan Marchant	435-713-4255	16	251
Franklin Discovery Academy	Sam Urie	801-785-6500	4	621
Intech Collegiate High School	Jason Stranger	435-753-7377	8	199
Karl G. Maeser Academy	Steve Whitehouse	801-235-9000	13	628
Leadership Academy of Utah	Peter Jensen	800-200-6869	3	485
Lincoln Academy	Jake Hunt	801-756-2039	15	882
Monticello Academy	Dane Roberts	801-417-8040	14	862
Mountainville Academy	Janece Vance	801-756-9805	7	643
Northern Utah Academy of Math Engineering and Science	Nate Taggart	801-395-3350	16	1,136
Odyssey Charter School	Russell Schellhous	801-492-8105	15	361
Ogden Preparatory Academy	Kasey Kennington	801-627-2066	5	1,039
Ranches Academy	Linda Tuttle	801-789-4000	15	371
Real Salt Lake Academy High School	Ryan Marchant	385-474-9052	3	406
Renaissance Academy	Mark Ursic	801-768-4202	14	741
Ronald Reagan Academy	Justin Riggs	801-489-7828	14	643
Salt Lake Arts Academy	Moni Schwaerzler	801-531-1173	18	408
Salt Lake Center for Science Education	Alan Kearsley	801-578-8334	12	372
Salt Lake City Open Classroom	Alan Kearsley	801-578-8334	13	312
Spectrum Academy	Brad Nelson	801-936-0318	14	1,466
Timpanogos Academy	Errol Porter	801-785-4979	19	477
Treeside Charter School	Benjamin Johnson	385-309-1668	3	426
Utah Charter Academies (American Preparatory Academy)	Phil Collins	801-465-4434	4	5,359
Utah County Academy of Sciences	Tara Merryweather	801-863-2222	16	680
Utah International Charter School	Angela Rowland	385-290-1306	7	218
Vanguard Academy	Kathleen Kingston	801-327-8724	5	463
Vista at Entrada, School of Performing Arts and Technology	Troy Bradshaw	435-673-4110	11	1,034
Voyage Academy	Roger Simpson	801-776-4900	7	526
Wasatch Waldorf Charter School	Emily Merchant	801-871-3950	4	640

Charter schools served by Squire in the past:

Academy of Math Engineering and Science	Providence Hall
American Leadership Academy	Rockwell Charter High School
Bear River Charter School	Salt Lake School for the Performing Arts
C.S. Lewis Academy	Soldier Hollow Charter School
Freedom Academy	Summit Academy
Gateway Academy	Summit Academy High School
George Washington Academy	Thomas Edison Charter School
Good Foundations Academy	Utah Virtual Academy
GreenWood Charter School	Valley Academy
Itineris Early College High School	Venture Academy
John Hancock Charter School	Walden School of Liberal Arts
Lakeview Academy Charter School	Alianza Academy ^
Legacy Preparatory Academy	American International School of Utah ^
Mana Academy	Aristotle Academy ^
Merit Preparatory Academy	Dream Charter School ^
Moab Community School	Liberty Academy ^
Navigator Pointe Academy	Park City School District Learning Center ^
Noah Webster Academy	Pioneer High School for the Performing Arts ^
Paradigm High School	Success Charter School (Granite School District) ^
Promontory School of Expeditionary Learning	Utah Deaf Education and Literacy (Jean Massieu School) ^

^ Ceased operations - Squire performed work while operating

APPENDIX II

Utah School Districts Audited by Squire

School District	Contact	Phone	Years of Service	October 2020 Enrollment Count
Alpine School District	Steve Reese	801-756-8400	10+	80,953
Canyons School District	Leon Wilcox	801-501-1037	10	33,488
Daggett School District	Bruce Northcott	435-784-3174	4	187
Davis School District	Tim Leffel	801-402-5234	10+	70,643
Garfield County School District	Bruce Williams	435-676-8821	6	923
Grand County School District	Patrick Wilson	435-259-3483	12	1,379
Granite School District	Chris Lewis	801-646-4200	10+	61,851
Jordan School District	Daniel Ellis	801-567-8388	10+	56,102
Juab School District	Darin Clark	435-623-1940	10+	2,590
Kane County School District	Cary Reese	435-644-2555	3	1,287
Logan City School District	Jeff Barben	435-755-2300	1	5,484
Murray City School District	Richard Reese	801-264-7415	10+	6,097
Park City School District	Todd Hauber	435-645-5600	10+	4,696
Salt Lake City School District	Alan Kearsley	801-578-8307	10+	20,536
Sevier School District	Chad Lloyd	435-896-8214	9	4,461
Tooele County School District	Lark Reynolds	435-833-1900	10+	22,004
Wayne County School District	Tyler Newton	435-425-3813	5	429
Weber School District	Robert Peterson	801-476-7800	6	32,197

Annual services provided for school districts and charter schools include:

- Audit of basic financial statements
- Audit of federal programs as required by the Single Audit Act
- Audit of state programs as required by the *State of Utah Legal Compliance Audit Guide*
- Assistance with preparation of Comprehensive Annual Financial Report or basic financial statements
- Compliance attestation engagements for:
  - Fall Enrollment and Transfer Student Documentation
  - Aggregate Student Membership Data
  - Adult Education Data
- Visits to individual schools and programs annually
- Preparation of Data Collection Form
- Preparation of IRS Form 990 and related tax consultation
- Assistance with and/or preparation of state Annual Financial Report (AFR) and Annual Program Report (APR)
- Assistance with implementation of new accounting and reporting standards

APPENDIX III

Proposed Fees for Audit and Related Services

Based on October 2020 Fall Enrollment Student Count (1,039 students)

Year Ending June 30, 2021

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<b>Financial Audit:</b>	\$	14,500
Audit of financial statements		
Assistance with preparation of financial report		
<b>State Compliance Audit:</b>		1,500
State major programs and general compliance areas		
<b>Federal Compliance Audit (Single Audit):</b>		
Federal major programs		2,000
<b>Related Services:</b>		
<b>Student Membership:</b>		1,300
Attestation - Aggregate Student Membership		
<b>Fall Enrollment:</b>		1,300
Visit school October 1, 2021		
Attestation - Fall Enrollment Count and Transfer Student Documentation		
Total related services		<u>2,600</u>
<b>Grand Total</b>	\$	<u><u>20,600</u></u>

APPENDIX IV  
Proposed Audit Calendar  
Year Ending June 30, 2021

Anticipated  
Date

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**Tests of controls and compliance:**

Major state programs and other compliance tests	July - Aug. 2021
Major federal programs for Single Audit	
Attestation engagement to perform agreed-upon procedures regarding Aggregate Student Membership (due September 15, 2021)	July - Aug. 2021

**Fieldwork:**

Audit year-end accounts and balances	July - Aug. 2021
Review results of audit with the school management	Oct. 2021

**Fall Enrollment:**

Attestation engagement to perform agreed-upon procedures regarding the Fall Enrollment Count and Transfer Student Documentation (due November 1, 2021)	Oct. 2021
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**Reporting:**

Assist with drafting of financial statements and related reports (due November 30, 2021)	Oct. 2021
Deliver reports to Board:	Nov. 2021
Audit opinion on financial statements	
State of Utah Legal Compliance Audit	
Single Audit	
Prepare Data Collection Form	Nov. 2021

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## **Report on the Firm's System of Quality Control**

July 13, 2018

To the Shareholders  
Squire & Company, P.C.  
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Squire & Company, P.C. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review

### **Required Selections and Considerations**

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Squire & Company, P.C. in effect for the year ended December 31, 2017 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Squire & Company, P.C. has received a peer review rating of *pass*.

*Watson Coon Ryan, LLC*

Watson Coon Ryan LLC