

# **BRAZOS VALLEY GROUNDWATER CONSERVATION DISTRICT**

REQUEST FOR QUALIFICATIONS NO. 01-2024  
FINANCIAL AUDITING SERVICES FOR BRAZOS VALLEY  
GROUNDWATER CONSERVATION DISTRICT

AUDIT OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDING  
DECEMBER 31, 2024



**Ingram, Wallis & Co., P.C.**

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CERTIFIED PUBLIC ACCOUNTANTS

2100 E. Villa Maria Rd. Ste. 100  
Bryan, Texas 77802  
Phone: 979-776-2600

Contacts:

DIANA K. WAGNER  
SCOTT G. KRCHNAK

September 13, 2024

BRAZOS VALLEY GROUNDWATER CONSERVATION DISTRICT  
REQUEST FOR QUALIFICATIONS

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# **SECTION 1**

## **LETTER OF TRANSMITTAL**



## Ingram, Wallis & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

September 13, 2024

Brazos Valley Groundwater Conservation District  
Attn: Alan M. Day  
112 W. 3<sup>rd</sup> Street  
Hearne, TX 77859

Ingram, Wallis & Company, P.C. welcomes the opportunity to present our credentials to perform professional services for the Brazos Valley Groundwater Conservation District (the "District") as described in the accompanying proposal.

Our understanding of the work to be performed for the District in accordance with your Request for Qualifications RFQ No. 01-2024 issued August 19, 2024, is as follows:

- Conduct an audit of the financial statements of the Brazos Valley Groundwater Conservation District for the year ending December 31, 2024, as required by Section 36.153 of the Texas Water Code.

At the conclusion of our audit, we will issue reports on the above. We will schedule our work to ensure that your reporting deadlines are met.

Ingram, Wallis and Company, P.C. warrants that it is in compliance with all State of Texas laws relating to the operations of professional corporations. In addition, we warrant that our responsibilities shall not be delegated or subcontracted without the prior written permission of the District.

We hope this commitment to serve is an indication of how interested we are in serving the Brazos Valley Groundwater Conservation District. Should you have any questions regarding information included in our proposal or require additional information, we encourage you to contact Diana K. Wagner (dwagner@ingram-wallis.com), Vice President, at 979-776-2600 or by mail at 2100 E. Villa Maria Rd., Suite 100, Bryan, TX 77802.

Sincerely,

Diana K. Wagner  
Vice President

**SECTION 2**

**PROFILE OF THE FIRM**

Background

Ingram, Wallis & Company, P.C. (incorporated under the laws of the State of Texas) was officially formed in 1980, however, its founding member began practicing in 1955. We are a local firm with local ties and concentrate our professional and community service efforts in the Brazos Valley.

Ingram, Wallis & Company, P.C. maintains one office located in Bryan, Texas and employs the following personnel:

Officers/shareholders	3	] All of whose address is: 2100 E. Villa Maria Rd. Ste. 100 Bryan, Texas 77802
James D. Ingram IV, President		
Richard L. Webb, Executive Vice President		
Diana K. Wagner, Vice President, Director		
Managers	3	
Seniors	1	
Other professional staff	4	
Support staff	3	

Ingram, Wallis & Company, P.C.’s clients represent many facets of the business, governmental, and nonprofit worlds. Our clients range from large, complex organizations to small, conventional businesses. Accordingly, for each of our clients, a "client service team" composed of representatives of each of our practice areas is designated.

Resources

Ingram, Wallis & Company, P.C. is a member of the AICPA Governmental Audit Quality Center (the “Center”). The Center serves as a comprehensive resource for member firms.

In addition to being a member of the Center, Ingram, Wallis Company, P.C. has six firm-designated specialists in governmental accounting and auditing,

Independence

Of paramount importance in contracting for an audit is the independence of the auditors. While you are, of course, interested in hiring professionals who will work effectively and efficiently with the District and in its best interest, the credentials and independence of those professionals must be beyond question. We have determined that our firm and all individuals included in this proposal are independent of the District, as defined by Rule 501.70 of the Rules of Professional Conduct promulgated by the Texas State Board of Public Accountancy, Rule 101 of the Code of Professional Conduct of the American Institute of Certified Public Accountants (AICPA) and *Government Auditing Standards* issued by the Comptroller General of the United States.

License

Ingram, Wallis & Company, P.C. is properly licensed to practice public accountancy in the State of Texas.

Peer Review

Ingram, Wallis & Company, P.C.’s most recent peer review was conducted by Condley and Company, LLP. A copy of their report dated November 29, 2023, is included.

**Texas State Board of Public Accountancy**

505 E. Huntland Drive, Suite 380, Austin Texas 78752

**INGRAM, WALLIS, & COMPANY, P.C.**

**OFFICE**

2100 E VILLA MARIA RD STE 100  
BRYAN TX 77802-2542

Office License ID: **U03118**

Firm License ID: **C00488**

Expires: **11/30/2024**

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

November 29, 2023

To the Owners of Ingram, Wallis & Company, P.C. and the Peer Review Committee of the Texas Society of Certified Public Accountants,

We have reviewed the system of quality control for the accounting and auditing practice of Ingram, Wallis & Company, P.C. (the firm) in effect for the year ended June 30, 2023. 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 on 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 and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of 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 on in conformity with the requirements of applicable 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 and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act and audits of employee benefit plans.

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 Ingram, Wallis & Company, P.C. in effect for the year ended June 30, 2023, 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. Ingram, Wallis & Company, P.C. has received a peer review rating of pass.

*Condley and Company, L.L.P.*

Condley and Company, L.L.P.



## Accountants Professional Liability Insurance

NOTICE: THIS POLICY PROVIDES COVERAGE ON A CLAIMS MADE AND REPORTED BASIS SUBJECT TO ITS TERMS. THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED AND REPORTED TO THE INSURER DURING THE POLICY PERIOD OR ANY EXTENDED REPORTING PERIOD THAT MAY APPLY.

PLEASE READ AND REVIEW THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

UNLESS OTHERWISE STATED BY ENDORSEMENT TO THIS POLICY, COSTS OF DEFENSE REDUCE AND MAY EXHAUST THE LIMIT OF LIABILITY. THE INSURER SHALL NOT BE LIABLE FOR LEGAL DEFENSE COSTS OR FOR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT AFTER EXHAUSTION OF THE LIMIT OF LIABILITY.

Whenever printed in this Declarations Page, the boldface type terms shall have the same meanings as indicated in the Policy.

**Item 1. Name and Address of Named Insured:** **Policy Number: PAP-2154891-P1**

Ingram, Wallis & Company, P.C.  
Suite 100  
2100 East Villa Maria Road  
Bryan, TX 77802

**Item 2. Policy Period:** From January 1, 2024 (inception date) to January 1, 2025 (expiration date)  
*(Both dates at 12:01 a.m. Standard Time at the address of the Named Insured)*

**Item 3. Limits of Liability for the Policy Period:**

- A. \$2,000,000 each **Claim**, but in no event exceeding
- B. \$2,000,000 in the aggregate for all **Claims**

**Item 4. Supplemental Coverages Limit of Liability:**  
\$100,000 in the aggregate for all Supplemental Coverages during the **Policy Period**

**Item 5. Claim Expenses for the Policy Period:**

- A. **Claim Expenses** Reduce the Limit of Liability in Item 3. above
- B. **Claim Expenses** in Addition to the Limit of Liability in Item 3. above

**Item 6. Deductible:**

- A. Aggregate Deductible - All **Claims** N/A
- B. Each **Claim** Deductible \$25,000
  - i. The Deductible applies to **Damages** and **Claim Expenses**
  - ii. The Deductible applies only to **Damages**

**Item 7. Prior Acts Date:** Full Prior Acts


**Item 8. Premium:** 

**BERKLEY INSURANCE COMPANY**

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<b>Item 9.</b>	<b>Forms and Endorsements attached at inception:</b>			<b>Policy Form: APL 38400 (rev. 12-14)</b>
1	701-CR-	0419	CLAIM REPORTING PROCEDURES	
2	APL 306903	(02-15)	Excluded Individual or Entity	
3	APL 400903	(06-14)	Specific Client Exclusion	
4	APL-TX-PAE	(06-14)	Texas Policy Amendatory Endorsement	
5	TX-LC	(08-17)	IMPORTANT NOTICE TO TEXAS POLICYHOLDERS	

These Declarations along with the completed and signed Application and the Accountants Professional Liability Insurance Policy shall constitute the contract between the **Named Insured** and the **Insurer**.

Authorized Representative:  \_\_\_\_\_

Date Issued: December 5, 2023

### Audit Engagements

Ingram, Wallis & Company, P.C. regularly audits the financial statements of several government and nonprofit organizations which have auditing, accounting, and reporting requirements similar to the District. Some of our recent government and nonprofit clients include:

- Bluebonnet Groundwater Conservation District
- Wickson Creek Special Utility District
- Brazos County, Texas
- G&W Water Supply Corporation
- Dobbin-Plantersville Water Supply Corporation
- Robertson County Emergency Services District
- Brazos County Emergency Services District No. 2
- Brazos County Emergency Services District No. 4
- Northwest Leon County Emergency Services District No. 3
- Brazos County Emergency Communications District
- Brazos Central Appraisal District
- Robertson Central Appraisal District
- City of Franklin, Texas
- Texas A&M Research Foundation
- The George and Barbara Bush Foundation
- Brazos County Regional Mobility Authority
- City of Bryan and Brazos County Economic Development Foundation
- KAMU-TV
- KAMU-FM
- Texas Poultry Federation (and its affiliates)
- Texas Aggie Corp of Cadets Association
- Brazos Valley Symphony Society
- Cancer Prevention and Research Institute of Texas (CPRIT) Awards of: Texas A&M Health Science Center, Texas A&M University, Texas A&M AgriLife Research, Texas A&M Engineering Experiment Station

### Client Service Team

In the context of professional services, there is only one true meaningful yardstick of commitment: The experience and reputation of the personnel assigned to the engagement.

Accordingly, for each of our clients, a "client service team" composed of representatives of each of our practice areas is designated. The special expertise of these individuals and their familiarity with the District will ensure that all your concerns will be addressed by personnel having the necessary technical expertise and familiarity with the District's unique circumstances. The team operates continuously on a coordinated basis to maintain the quality and responsiveness of our professional services to the client.

### Team Organization

We recognize that the operations of the District are both unique and complex and, as such, an efficient audit of the District's financial statements will require expertise in several areas. For example, we believe that an effective audit team should not only possess expertise in the government services industry, but should also have expertise in auditing large, complex organizations. Accordingly, our proposed team is composed of individuals with the various technical backgrounds and industry expertise necessary to deal with the

unique characteristics of the District. This team has been developed to provide a sound basis for ensuring that all technical, administrative, and quality assurance requirements of the engagement are effectively carried out. The team seeks to accomplish the following:

- Provide clear and direct lines of communication between the team and the District's management, financial services, accounting, and operating personnel.
- Specify individual responsibilities and authorities for all aspects of the engagement.
- Apply the total technical resources and capabilities of Ingram, Wallis & Company, P.C.

Although there are important "institutional" differences between accounting firms, we believe that the single most important determination of an effective client/auditor relationship is the people who perform the work. Based on our assessment of your service needs, we have selected a team which we feel will meet such needs completely.

#### Responsibilities of Team Members

All of the following persons are with Ingram, Wallis & Company, P.C., and are properly licensed to practice as a CPA in Texas:

- Engagement Partner. The engagement audit partner provides the expertise and experience necessary to solve complex accounting and auditing issues as they arise to ensure a smooth audit. Diana K. Wagner will serve as engagement audit partner for the District.

Diana has over 20 years of experience in the full-time practice of public accounting and is a firm-designated specialist in governmental accounting and auditing. Her background includes service as supervising audit partner to Bluebonnet Groundwater Conservation District, Brazos County, Texas, G&W Water Supply Corporation, Brazos County Emergency District No. 2, Brazos County Emergency District No. 4, Robertson County Emergency Services District, Brazos County Emergency Communications District, Texas A&M Research Foundation, Brazos Valley Food Bank, and The George and Barbara Bush Foundation.

- Concurring Partner. The concurring partner provides an objective and independent review of the financial statements and reports and is available to other team members for consultation on technical accounting and auditing matters. James D. Ingram, IV will serve as concurring partner for the District.

Jim has over 40 years of experience in the full-time practice of public accounting and is a firm-designated specialist in governmental accounting and auditing. His background includes service as an engagement or concurring audit partner to the City of Bryan, City of College Station, Brazos County, Wickson Creek Special Utility District, Texas A&M Research Foundation, Brazos County Emergency Communications District, KAMU-TV, KAMU-FM, Brazos County Regional Mobility Authority, City of Bryan and Brazos County Economic Development Foundation, and The George and Barbara Bush Foundation.

- Audit Manager. The audit manager maintains continuing contact with each audit engagement through review of workpapers, and meetings with client personnel. They are responsible for working with the supervising audit partner on the resolution of problems and in the overall administration of the engagement. They will also be responsible for coordinating the work performed by team members

responsible for the various sections of the engagement into the overall audit plan and, ultimately, into inclusion in the basic financial statements. Scott G. Krechnak will serve as audit manager for the District.

Scott has 36 years of experience in the full-time practice of public accounting. His background includes service to Bluebonnet Groundwater Conservation District, Wickson Creek Special Utility District, Brazos County, Texas, G&W Water Supply Corporation, Dobbin-Plantersville Water Supply Corporation, Robetson County Emergency Services District, Brazos County Emergency Communications District, Brazos County Emergency Services District No. 2 and No. 4, Brazos Central Appraisal District, and Brazos County Regional Mobility Authority.

All professional staff assigned to the District engagement will have attained levels of continuing professional education which will meet or exceed the GAO requirements and those of the Texas State Board of Public Accountancy.

Ingram, Wallis & Company, P.C. is local. Our partners and managers are accessible to the District's management, financial, and accounting personnel.

It is understood that the individuals named in this proposal will be the individuals who actually do the work associated with the District's audits. Ingram, Wallis & Company, P.C. reserves the right to replace personnel with individuals with similar education and experience.

Ingram, Wallis & Company, P.C. maintains that our success as a professional service organization requires that we maintain a rich diversity of personnel able to render excellent service to the public and to the financial community. The policy of the firm is to seek and employ men and women of skill, integrity, and enthusiasm and to provide them with the means to develop professionally, without regard to race, color, religion, sex, age, national origin, handicap, or veteran status.

#### Résumés

Résumés for these individuals are shown on the following pages.

## **DIANA K. WAGNER**

### **ROLE IN ENGAGEMENT**

Diana will serve as engagement partner for the District. She will provide the independent and objective review of the financial statements and will be available for consultation on accounting matters.

### **PERTINENT EXPERIENCE**

Diana has over 20 years of experience in providing accounting and auditing services to the firm's clients with emphasis in governmental accounting and auditing. She has served as engagement or concurring partner on the following engagements:

- Bluebonnet Groundwater Conservation District
- Brazos County, Texas
- G&W Water Conservation District
- Robertson County Emergency Services District
- Brazos County Emergency Services District No. 2
- Brazos County Emergency Services District No. 4
- Brazos County Emergency Communications District
- Texas A&M Research Foundation
- Brazos Valley Food Bank
- The George and Barbara Bush Foundation

### **PROFESSIONAL AND COMMUNITY ACTIVITIES**

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Brazos Valley Chapter, Texas Society of Certified Public Accountants
- Junior League of Bryan-College Station

### **EDUCATION**

- Texas A&M University, BBA

### **CONTINUING EDUCATION**

- Diana has completed over 160 hours of continuing education in the past three reporting periods, including 84 hours in governmental accounting and auditing.

**Texas State Board of Public Accountancy**

505 E. Huntland Drive, Suite 380, Austin Texas 78752

**DIANA KAY WAGNER**  
**CERTIFIED PUBLIC ACCOUNTANT**  
1377 COUNTY ROAD 307  
CALDWELL TX 77836

License ID: **082714**

Expires: **3/31/2025**

## **JAMES (“JIM”) D. INGRAM, IV**

### **ROLE IN ENGAGEMENT**

Jim will serve as your concurring partner.

### **PERTINENT EXPERIENCE**

Jim has over 40 years of experience in public accounting and heads the firm’s audit practice. In this role, he directs the progress of each of the firm’s accounting and auditing engagements and is available for consultation on technical accounting and auditing issues. He has participated in numerous accounting and auditing engagements for a wide range of industries. Jim has served as advisory, engagement, or concurring partner on the following engagements:

- Brazos County, Texas
- Wickson Creek Special Utility District
- Brazos County Emergency Communications District
- Brazos Central Appraisal District
- City of Franklin, Texas
- Texas A&M Research Foundation
- The George and Barbara Bush Foundation
- Brazos Valley Symphony Society
- KAMU-TV
- KAMU-FM
- Robertson County Emergency Medical Services
- Cancer Prevention and Research Institute of Texas (CPRIT) Awards of: Texas A&M University, Texas A&M Health Science Center, Texas A&M AgriLife Research and Texas A&M Engineering Experiment Station

### **PROFESSIONAL AND COMMUNITY ACTIVITIES**

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Texas State Board of Public Accountancy
- Brazos Valley Chapter, Texas Society of Certified Public Accountants
- Brazos Valley Museum
- Bryan-College Station Jaycees
- Bryan Viking Club
- Plaza Club of Bryan-College Station
- Bryan-College Station Chamber of Commerce
- Briarcrest Country Club
- Boys and Girls Clubs of the Brazos Valley
- Palace Theatre Foundation Board
- Wells Fargo Bank Advisory Board

### **EDUCATION**

- Texas A&M University, BBA

### **CONTINUING EDUCATION**

- Jim as completed 144 hours of continuing education in the past three reporting periods, including 72 hours in governmental accounting and auditing.



**Texas State Board of Public Accountancy**

505 E. Huntland Drive, Suite 380, Austin Texas 78752

**JAMES DREW INGRAM, IV**  
**CERTIFIED PUBLIC ACCOUNTANT**  
2100 E VILLA MARIA RD STE 100  
BRYAN TX 77802-2542

License ID: **030269**

Expires: **10/31/2024**

## **SCOTT G. KRCHNAK**

### **ROLE IN ENGAGEMENT**

Scott will serve as audit manager for the District. He will ensure that our services meet your expectations and will consult on technical issues.

### **PERTINENT EXPERIENCE**

Scott has 36 years of experience in providing accounting and auditing services with emphasis in governmental accounting and auditing. He has served on the following engagements:

- Bluebonnet Groundwater Conservation District
- Wickson Creek Special Utility District
- Brazos County, Texas
- G&W Water Supply Corporation
- Dobbin-Plantersville Water Supply Corporation
- Robertson County Emergency Services District
- Brazos County Emergency Services District No. 2
- Brazos County Emergency Services District No. 4
- Brazos County Emergency Communications District
- Brazos Central Appraisal District
- Brazos County Regional Mobility Authority

### **PROFESSIONAL AND COMMUNITY ACTIVITIES**

- American Institute of Certified Public Accountants
- Texas Society of Certified Public Accountants
- Brazos Valley Chapter, Texas Society of Certified Public Accountants

### **EDUCATION**

- Southwest Texas State University, BBA

### **CONTINUING EDUCATION**

- Scott has completed over 136 hours of continuing education in the past three reporting periods, including 72 hours in governmental accounting and auditing.

**Texas State Board of Public Accountancy**

505 E. Huntland Drive, Suite 380, Austin Texas 78752

**SCOTT GREGORY KRCHNAK**  
**CERTIFIED PUBLIC ACCOUNTANT**  
1060 WHISPERING OAKS DR  
GIDDINGS TX 78942-4443

License ID: **053788**

Expires: **8/31/2025**

## **SECTION 3**

# **METHODOLOGY AND TIMELINE**

## Audit Approach

We disagree with those in our industry who regard the audit as a commodity. As a client, you will receive a high-quality, cost-effective audit of your financial statements. But our services will go far beyond perfunctory attest functions. In the course of conducting our audit, we fully expect to develop information and insights concerning your operations that will be of direct value to the District.

Our approach to audit service is to be truly responsive to your needs. We are available for you throughout the year to provide timely advice and assistance in financial, administrative, and other matters, as well as to perform the efficient, top-quality audit for which we are widely recognized in governmental, business, and professional circles. During our audit, we place special emphasis on identifying and communicating opportunities to increase the effectiveness and efficiency of your operations.

Our audit approach will be tailored to meet your specific needs through comprehensive audit planning and assessment of risk based on a thorough understanding of the District. Audit planning and risk assessment help us focus our auditing procedures on critical areas and to design our procedures to provide meaningful constructive services. Risk assessment is based upon the following:

- Thorough examination of the system of internal accounting control, including data processing.
- Identification of specific concerns of management and the Board of Directors.
- Overall materiality and its impact on the financial statements.
- Inherent risk of the operations.

We will design our audit of the District to meet the highest technical standards, to provide the District with cost-effective services and constructive recommendations, and to increase our effectiveness as business advisors to you. The foundation of our ability to provide these services is an understanding of the significant factors affecting the District's business, and sensitivity to the District's and management's key concerns. We build upon this foundation by performing audit procedures which respond to the risks associated with the District's financial reporting. We also will develop client service objectives which focus our expertise on areas of particular importance to you and, thereby, provide constructive business advice to the District.

## Conclusion

No two audits are the same. Each client's circumstances will differ and, accordingly, we apply our professional judgment and experience to identify and evaluate risks -- and to determine the most appropriate audit responses. An adequate understanding of the District's business is critical in this process. Our understanding of governmental entities and our knowledge of the concerns of the District's Management also enables us to use our professional expertise to ensure that, as a natural by-product of the audit, we can serve as effective business advisors to the District.

## Proposed Segmentation of the Engagement

We have developed an engagement plan for serving the District, which is comprehensive in scope, integrated in its many aspects, and designed to bring maximum benefit to the District.

We will plan, schedule, and coordinate our audit of the District in the most economical and efficient way. The audit will be scheduled, as much as practicable, at times that are most convenient to your accounting personnel and at times when they are least burdened with periodic workloads. Our audit work will be conducted in the following three phases:

### Planning Phase (March-8 hours)

The objectives of the planning phase are to:

- Obtain a general familiarity with the District's operations and financial position, the interrelationship of important activities and accounts, and any significant changes from the preceding year.
- Plan for assistance by and coordination with District personnel.
- Identify at an early stage any known accounting, auditing, and reporting problems, or other similar conditions.
- Anticipate potential problems from any planned, pending, or probable developments.
- Consider audit timing priorities and estimate or reevaluate the time required for preliminary and final work for each audit area.

To accomplish these objectives, we will:

- Schedule a planning meeting of our audit team with the District's top financial management.
- Discuss with accounting personnel the specifics of all significant manual and automated accounting systems and obtain accounting policy and procedure manuals.
- Arrange audit planning meetings with financial and accounting representatives to evaluate internal control procedures and develop audit programs as necessary.
- Analytically review the financial position, and results of year-to-date operations.
- Review minutes of meetings of the District Board of Directors.
- Meet with the District's management personnel to identify issues relating to the desired external financial reporting structure of the District.

### Interim Audit Phase (June-16 hours)

In the interim audit phase, we will finalize our audit plan and begin our preliminary audit testing. During this phase, we will:

- Finalize the audit program.
- Obtain, or update, and review copies of the laws under which the District was created, debt agreements, and contracts.
- Review internal controls on manual and automated systems and reach a conclusion regarding their adequacy.
- Update our analytical review of year-to-date operations.
- Begin detail testing of revenue and expense transactions.
- Update our review of minutes of the District Board of Directors
- Request District staff to prepare year-end confirmation letters.

### Final Audit and Reporting Phase (July-51 hours)

During this phase we will:

- Review confirmation letters and resolve differences.
- Test cash balance.
- Audit, as necessary, receivable balances.
- Audit, as necessary, accrued expenses and other liabilities.
- Review lawyers' letters for potential impact on statements and footnotes.
- Complete the analytical review of operations.

- Complete our testing of revenues and expenditures.
- Complete our review of minutes of the District Board of Directors.
- Review with management a draft of the financial statements and our reports thereon.
- Review with management drafts of report formats and notes.
- Issue our reports.
- Review with management the draft of our report to management.
- Issue our report to management.

**SECTION 4**  
**RATE/FEE SCHEDULE**



The District deserves quality professional services at a reasonable cost. We approach the pricing of our services based on many factors including anticipated time, complexity of work, business risk, and an assessment of the marketplace.

Our professional fees are fair, reasonable and customary and are based on the actual time required to perform our audits at our standard hourly rates related to the experience levels of the professionals serving on the engagement. We estimate that the engagement will require approximately 75 hours and the approximate amount of time required by level is as follows:

Engagement Partner	8	Hours @	\$ 200	\$ 1,600
Concurring Partner	2	Hours @	200	400
Manager	30	Hours @	175	5,250
Staff	<u>35</u>	Hours @	\$ 120	<u>4,200</u>
	<u>75</u>			11,450
		Discount from standard rates		<u>( 1,450)</u>
				<u>\$ 10,000</u>

In addition to professional fees, Ingram, Wallis & Company, P.C. normally charges out-of-pocket costs such as travel, long-distance telephone, copies, postage, etc. Ingram, Wallis & Company, P.C. estimates these costs for BCAD to be no more than \$100 annually.

Although we believe every entity is entitled to a fair appraisal of costs, the rules of professional conduct promulgated under the Texas Public Accountancy Act of 1979 require that we advise you that the above fees are an estimate and that our actual fees, which will be based on actual time expended, may vary from this estimate. However, Ingram, Wallis & Company, P.C. agrees that any increase greater than ten percent (10%) will require prior approval of the Board.

**SECTION 5**  
**LITIGATION**

Ingram, Wallis & Company, P.C. has never been, nor is it currently, a party to any litigation. In addition, there are no pending claims against the firm.

**SECTION 6**

**RFQ DOCUMENTS**

**EXHIBIT A**

**CERTIFICATION OF NON-DISCRIMINATION**

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH  
STATEMENT OF QUALIFICATIONS**

Proposer hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Proposer shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this 13th day of September, 2024.

PROPOSER:

Ingram, Wallis & Company, P.C.  
(Type or print complete legal name of firm)

BY:

*Diana K. Wagner*  
(Signature)

NAME:

Diana K. Wagner  
(Type or Print)

TITLE:

Vice President  
(Type or Print)

ADDRESS:

2100 E. Villa Maria Rd., Ste. 100

CITY Bryan, STATE Texas, ZIP 77802

**EXHIBIT B**

<b>REFERENCES</b>	
<b>Proposer shall provide a minimum of three (3) References with three (3) or more years' experience with the Proposer.</b>	
<b>REFERENCE #1</b>	
NAME	Bluebonnet Groundwater Conservation District
ADDRESS	1903 Dove Crossing Lane
CITY, STATE ZIP CODE	Navasota, TX 77868
TELEPHONE #	(936) 825-7303 or (325) 226-0686
CONTACT	Zach Holland, General Manager
DATES OF SERVICE	2003 - present
DESCRIPTION OF SERVICES	Audit of financial statements
<b>REFERENCE #2</b>	
NAME	Wickson Creek Special Utility District
ADDRESS	8770 East State Highway 21
CITY, STATE, ZIP CODE	Bryan, TX 77808
TELEPHONE #	(979) 589-3030
CONTACT	Kyle Eppler, General Manager
DATES OF SERVICE	2019 - present
DESCRIPTION OF SERVICES	Audit of financial statements
<b>REFERENCE #3</b>	
NAME	Brazos County, Texas
ADDRESS	200 South Texas Ave., Ste. 218
CITY, STATE, ZIP CODE	Bryan, TX 77803
TELEPHONE #	(979) 361-4359
CONTACT	Katie Conner, County Auditor
DATES OF SERVICE	1994 - present
DESCRIPTION OF SERVICES	Audit of financial statements