



*Proven Expertise & Integrity*

April 27, 2026

Ms. Michelle Kane, Elected Treasurer  
County of Lincoln  
PO Box 249  
Wiscasset, Maine 04578

Dear Ms. Kane,

We are pleased to confirm our understanding of the services we are to provide for the County of Lincoln.

We will examine the Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF") expended for the fiscal year 2025 of the County of Lincoln as of December 31, 2025. The objectives of our examination are to (1) obtain reasonable assurance about whether the CSLFRF expended for the fiscal year 2025 by the County of Lincoln free from material misstatement based on the American Rescue Plan Act of 2021 codified at 42 USC sections 802 and 803, and as amended by the 2023 CAA ("the Act"), the US Department of Treasury ("Treasury")'s 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures; and (2) to express an opinion as to whether the CSLFRF expended for the fiscal year 2025 by the County of Lincoln is compliant, in all material respects, in accordance with the Act, the Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the Governing Board of the County of Lincoln. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We will plan and perform the examination to determine that the County of Lincoln meets the eligibility criteria for the alternative compliance examination engagement as outlined in Part IV, Section 2.I.B., "Recipient Eligibility" of the CSLFRF Compliance Supplement materials released by the Office of Management and Budget in May 2024. We will also plan and perform the examination to obtain reasonable assurance about whether the CSLFRF expended for the fiscal year 2025 by the County of Lincoln is free from material misstatement, based on the Act, Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

*The contents included are only valid for 14 days from the date of this contract, unless an extension is agreed upon by both parties.  
If this contract is not executed within the 14-day period, terms and conditions, including pricing, will be subject to change.*

We understand that you will provide us with the information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria, but the responsibility for the subject matter remains with you.

You are responsible for the compliance of the CSLFRF expended for the fiscal year 2025 by the County of Lincoln in accordance with the Act, Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs). You are responsible for:

- a) providing evidence that you meet the eligibility criteria for the alternative compliance examination engagement as outlined in Part IV, Section 2.I.B., "Recipient Eligibility" of the CSLFRF Compliance Supplement materials released by the Office of Management and Budget in May 2024,
- b) accepting responsibility for the County of Lincoln's compliance with the Act, Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures and the entity's internal control over that compliance; and
- c) evaluating the County of Lincoln's compliance with the Act, Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures

You are responsible for, and agree to provide us with, a written assertion about whether the CSLFRF expended for the fiscal year 2025 by the County of Lincoln is compliant in accordance with the Act, Treasury's 2021 Interim Final Rule, Treasury's 2022 Final Rule, Treasury's 2023 Interim Final Rule, Treasury's Obligation Interim Final Rule, and Frequently Asked Questions (FAQs) that were in effect at the time of those expenditures. Failure to provide such an assertion will result in our withdrawal from the engagement. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide us with certain written representations in the form of a representation letter.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Ronald H.R. Smith 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 will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$2,500, broken down as follows:

<b>December 31, 2025</b>	
Federal Alternative Compliance Examination	\$2,500

**A retainer of 75% of the estimated professional fees is due upon execution of this engagement letter. The retainer represents an advance payment for professional services and will be applied against fees as they are earned. If this engagement is terminated for any reason other than a scope limitation that may force us to withdraw from the engagement, we will refund any portion of the retainer that exceeds fees and expenses incurred through the date of termination. An itemized statement showing fees and expenses incurred through the date of termination will be reviewed with you before a refund is issued.**

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the examination. 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. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to conclude our services for nonpayment, our engagement will be deemed to have been completed upon written notification of conclusion, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of conclusion.

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 agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Best,



RHR Smith & Company, CPAs  
RHRS/25

RESPONSE:

This letter correctly sets forth the understanding of the County of Lincoln.

Management signature: Michelle Kane

Title: Elected Treasurer

Date: 04/29/2026