



November 10, 2025

**Via Electronic Delivery Only**

John Dillon, Clerk-Treasurer  
Town of Meridian Hills  
P.O. Box 40437  
Indianapolis, IN 46240

Re: Engagement Letter – Accounting and Consulting Services - 2026

Dear John:

We are pleased to submit this engagement letter for consideration regarding our retention to provide accounting and consulting services to the Town of Meridian Hills, Indiana (the “Town”) for calendar year 2026.

**SCOPE OF SERVICES**

LWG CPAs & Advisors (“LWG”) will provide certain accounting and consulting including, but not limited to, the following:

- Assist the Town with the preparation, submittal, and payment of claims.
- Assist the Town with the preparation of all monthly bookkeeping transactions and reconciliations.
- Assist the Town with preparation of annual budgets, annual financial reports, annual debt management update, and any other items that must be completed via Indiana’s Gateway.
- Assist the Town with the preparation of compliance report associated with the funds received under the provisions of the American Rescue Fund Act.
- Review, comment, and assist in the analysis of the financial aspects of the Town financial transactions and their related documentation.
- Coordinate with and assist with financial matters, as requested by the Town Council President or Clerk-Treasurer.
- Attendance at meetings, as requested.

We appreciate the Town Council modifying the meeting agendas to include financial matters at the beginning of the meetings to limit the expense incurred for attendance at meetings, as requested.

## **ENGAGEMENT TEAM**

As a firm partner, I will serve as the individual responsible for this engagement. However, please note that additional firm members will be assigned to various segments of the engagement, as it is our intent to staff this engagement at the level that will provide the greatest efficiency and be most economical for the Town.

## **FEES**

### **Accounting Services:**

Our fee for accounting services performed from January 1, 2026, through and including December 31, 2026, will be invoiced in twelve (12) monthly installments of \$1,400 for an annual total of \$16,800. This equates to approximately seventy-five percent (75%) discount on our standard hourly rates.

### **Annual Financial Report:**

Our fee for preparation of the Annual Financial Report (ARF) for calendar year 2025 will be \$2,750 and be due upon the posting of the AFR on the State's Gateway Portal.

### **Cash Flow Management Reports:**

Our fees for the preparation of the semi-annual cash flow analysis and five (5) year cash flow planning document will be \$1,250 per report. The report will be issued at least twice during the year (January/July). Additional reports will be prepared as requested by the Town.

### **Budget Services:**

Our fee for budget services performed from January 1, 2026, through and including December 31, 2026, will be \$5,250 and it will be invoiced upon submission of the 2027 Budget (October 2026). This equates to an approximately seventy-five percent (75%) discount on our standard hourly rates.

### **Additional Services:**

Any additional services provided (those outside of the scope listed above or "Special Projects") will be invoiced as a separate matter monthly as the time and expense are incurred. However, the scope of work to be provided for any Special Projects will be discussed and agreed upon in advance of the start of any work to be performed.

## **OUT-OF-POCKET EXPENSES**

We would also request that reimbursement be provided for out-of-pocket costs (mileage, delivery charges, etc.) that may be incurred during the engagement.

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**INVOICING**

A detailed invoice for services will be submitted as outlined above. The invoice will include a description that will outline the date, personnel, time on task and billing rate for each individual that worked on the engagement as well as a description of the items for which reimbursements are being requested.

We greatly appreciate the opportunity to provide this proposal for your consideration. If the foregoing terms are acceptable, please indicate so by signing and returning a copy of this letter, retaining the original for your files. We look forward to being of service to the Town and citizens of the Town of Meridian Hills.

If you should have any questions or need additional information, please do not hesitate to contact me.

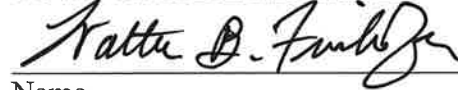
Sincerely,



James P. Higgins

ACKNOWLEDGED and AGREED to  
this 10<sup>th</sup> day of November 2025

TOWN OF MERIDIAN HILLS



Name



Title