NOTICE OF RESCHEDULED MEETING

Shawnee Civic & Cultural Development Authority
City Hall Commission Chambers
16 West 9th Street
Shawnee, Oklahoma
October 21, 2021 at 12:30 P.M.

Regular Meeting	( )	Rescheduled Regular Meeting	(X)
Special Meeting	( )	Continued or Reconvened Mtg.	( )
Emergency Meeting	( )		

DATE	TIME	PLACE OF MEETING
October 21, 2021	12:30 p.m.	Original Location: Heart of Oklahoma Expo Center 1700 West Independence, Shawnee, OK 74804 Meeting Rescheduled to: City Hall City Commission Chambers 16 West 9th Street, Shawnee, OK 74801

To be completed by person filing notice:

Name: Kacie Eck

Title: Sr. Deputy City Clerk

Address: 16 West 9th Street

Shawnee, Oklahoma 74801

Phone: 405-878-1604

FOR CITY CLERK'S OFFICE USE ONLY

Filed in the office of the municipal clerk at 9:14 a.m. on the 20th day of October, 2021.

Signed: Kelley Metcalf
Clerk

Date Notice released to news media: 10-20-2021
Person filing Notice Kacie Eck
Notice verified by: Kelley Metcalf

AGENDA

Shawnee Civic & Cultural Development Authority
City Hall Commission Chambers
October 21, 2021 at 12:30 P.M.
RESCHEDULED TO
16 West 9th Street
Shawnee, Oklahoma
FROM
Heart of Oklahoma Expo Center
1700 West Independence, Shawnee, OK 74804

CALL TO ORDER
DECLARATION OF A QUORUM

1. Swearing in of Andrea Weckmueller-Behringer to the Shawnee Civic and Cultural Development Trust Authority.

2. Discussion, consideration, and possible action on the recommendation of Stacy Cramer-Moore from the City of Shawnee to serve on the Shawnee Civic and Cultural Development Trust Authority for the unexpired term of Mindy Palmer.

3. Swearing in of Stacy Cramer-Moore to the Shawnee Civic and Cultural Development Trust Authority.

4. Consideration of approval of the August 19, 2021 regular meeting Minutes.

5. Discussion, consideration, and possible action on transferring all of the non-attached assets, to include the International Finals Youth Rodeo and IFYR assets of the Shawnee Civic and Cultural Development Authority to Pottawatomie County. (See attached list for assets.)

6. Discussion, consideration, and possible action on the Shawnee Civic and Cultural Development Authority retaining Finley and Cook PLLC for the book-keeping for calendar year 2020.

7. Discussion, consideration, and possible action on the Shawnee Civic and Cultural Development Authority entering into an Engagement Agreement with CBEW Professional Group, LLP for the 2020 calendar year audit.

8. Discussion, consideration, and possible action on the appointment of a committee to work with the City of Shawnee and Pottawatomie County for the Heart of Oklahoma Exposition Center.

9. New Business

10. Public Comments

11. Trustee Comments

12. Adjournment

Respectfully submitted,

Kacie Eck

Kacie Eck, Senior Deputy City Clerk

THE TRUSTEES OF THE SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY OF THE CITY OF SHAWNEE, COUNTY OF POTTAWATOMIE, STATE OF OKLAHOMA, MET IN A RESCHEDULED REGULAR SESSION IN THE COMMISSION CHAMBERS AT CITY HALL, 16 WEST 9TH STREET, SHAWNEE, OKLAHOMA, ON THURSDAY, AUGUST 19, 2021, AT 12:36 P.M., PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW AT 12:16 P.M. ON AUGUST 18, 2021. UPON ROLL CALL, A QUORUM WAS DECLARED WITH THE FOLLOWING MEMBERS IN ATTENDANCE:

PRESENT:	Randy Gilbert, Chairman Lance Wortham, Trustee Mindy Palmer, Trustee Tim Barrick, Trustee Eric Benson, Secretary
ABSENT:	Carl Packwood, Trustee

Call to Order
Declaration of a Quorum

<u>AGENDA ITEM NO. 1</u>: Consideration of approval of the June 17, 2021 regular meeting Minutes and the August 5, 2021 Special Call Minutes.

A motion was made by Trustee Barrick, seconded by Trustee Palmer, to approve the June 17, 2021 regular meeting Minutes and the August 5, 2021 Special Call Minutes. Motion carried 5-0.

AYE: Barrick, Palmer, Gilbert, Benson, Wortham
NAY: None

<u>AGENDA ITEM NO. 2</u>: Discussion, consideration, and possible action on transferring all of the non-attached assets, to include the International Finals Youth Rodeo and IFYR assets of the Shawnee Civic and Cultural Development Authority to Pottawatomie County. (See attached list for assets.)

Trustee Benson asked Chairman Gilbert to move Agenda Item No. 6 prior to Agenda Item No. 2. Chairman Gilbert declined.

Chairman Gilbert explained the Shawnee Civic and Cultural Development Authority (SCCDA) has no further need for the non-attached assets. He explained a list of assets in question were from the 2019 SCCDA audit. Chairman Gilbert stated with moving forward with the SCCDA Trust Authority direction, per Oklahoma State Statute Title 60, the Trust Authority can transfer any assets that are no longer needed, to another public entity. Trustee Benson asked for clarification if the Trust required approval of the Beneficiary to transfer the assets. Chairman Gilbert explained the Trust has the authority to transfer assets if they are no longer needed. Trustee Benson expressed concerns with breaching the Board's fiduciary responsibility to the Trust Authority by not receiving compensation for said assets. Chairman Gilbert stated he spoke with a Trust Attorney who explained if the Trust was active and no longer needed said assets, they could be transferred. Since the SCCDA does not manage the Heart of Oklahoma Exposition Center any longer, there is no need for the Trust to keep non-attached assets.

A motion was made by Trustee Wortham, seconded by Trustee Barrick, to approve Agenda Item No. 2 subject to items coming to the next meeting specific to next the move with a list of non-attached and attached assets. Motion carried 3-2.

Aye: Wortham, Barrick, Gilbert
Nay: Palmer, Benson

Chairman Gilbert formed a group to consist of, Pottawatomie County Commissioner Melissa Dennis, Trustee Wortham, Trustee Barrick, and Chairman Gilbert, to review the assets and present the non-attached assets at the next Shawnee Civic and Cultural Development Authority meeting.

AGENDA ITEM NO. 3: Discussion, consideration, and possible action to wrap-up for 2021 International Finals Youth Rodeo (IFYR).

Chairman Gilbert provided an update of the 2021 International Finals Youth Rodeo (IFYR). He thanked the City of Shawnee and Pottawatomie County for their assistance with the Rodeo.

Trustees also commented on the event.

AGENDA ITEM NO. 4: Discussion, consideration, and possible action on 2022 International Finals Youth Rodeo (IFYR).

Chairman Gilbert announced the 2022 International Finals Youth Rodeo (IFYR) dates would be July 10th -15th, 2022.

A motion was made by Trustee Palmer, seconded by Trustee Barrick, to move forward with plans for the 2022 International Finals Youth Rodeo (IFYR). Motion carried 5-0.

AYE: Palmer, Barrick, Gilbert, Benson, Wortham
NAY: None

AGENDA ITEM NO. 5: Discussion, consideration, and possible action to transfer funds from the Special Events Account to the General Account to pay the audit invoice for Shawnee Civic and Cultural Development Authority.

Chairman Gilbert explained there were not enough funds in the General Account to pay the audit invoice.

A motion was made by Trustee Benson, seconded by Trustee Wortham, to transfer $3,000.00 from Special Events Account to the General Account to pay the audit invoice for Shawnee Civic and Cultural Development Authority. Motion carried 5-0.

AYE: Benson, Wortham, Palmer, Barrick, Gilbert
NAY: None

AGENDA ITEM NO. 6: Discussion on the future of the Shawnee Civic and Cultural Development Authority Trust Authority.

Trustee Benson suggested the City of Shawnee and Pottawatomie County move forward with a partnership.

AGENDA ITEM NO. 7: New Business (Any matter not known, or which could not have been reasonably foreseen prior to the posting of the agenda)

There was no New Business.

AGENDA ITEM NO. 8: Public Comments

Mr. Rob Morris thanked City Staff. He then spoke regarding vagueness of agenda items, horse stalls, and the transfer of non-attached assets.

Mrs. Suzanne Gilbert announced the passing of Mr. Garet Whitely.

AGENDA ITEM NO. 9: Trustee Comments

Chairman Gilbert thanked the Trust Authority for their work, and everyone in attendance.

AGENDA ITEM NO. 10: Adjournment

There being no further business to be considered, a motion was made by Trustee Wortham, seconded by Trustee Benson, that the meeting be adjourned. Motion carried 5-0. (1:26 p.m.)

AYE: Wortham, Benson, Palmer, Barrick, Gilbert
NAY: None

RANDY GILBERT, CHAIRMAN

ATTEST:

SECRETARY

C-1
6619

ASSET DEPRECIATION SHORT REPORT

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT A - Dec. 31,...

Assets: 191 of 191 Included
Include: All Assets
Method: METHOD1 - Std Conventions Applied

Sort #1: Asset A/C#

Date Acq	Description	Meth/Life	Cost	Section 179	Depr Basis	Beg A/Depr (Includes Section 179)	Curr Depr (Includes Section 179)	End A/Depr (Includes Section 179)
Asset A/C#: 100 - COMPUTERS								
06/30/80	Tie Communications/Telehpone System	SL / 10	7,914.98	0.00	7,914.98	7,914.98	0.00	7,914.98
06/30/82	Alarm System - FBII	SL / 10	3,961.00	0.00	3,961.00	3,961.00	0.00	3,961.00
06/30/95	Gateway PR-75 Computer	SL / 5	2,742.00	0.00	2,742.00	2,742.00	0.00	2,742.00
02/15/07	Laptop	SL / 5	2,077.01	0.00	2,077.01	2,077.01	0.00	2,077.01
04/25/07	computers	SL / 5	3,981.00	0.00	3,981.00	3,981.00	0.00	3,981.00
04/17/08	NEW SERVER	SL / 5	5,110.80	0.00	5,110.80	5,110.80	0.00	5,110.80
03/15/12	(3) Dell Optiplex 790 Desktops	SL / 5	3,749.88	0.00	3,749.88	3,749.88	0.00	3,749.88
01/10/13	Wireless Internet in Pavillion	SL / 10	2,753.76	0.00	2,753.76	1,239.21	275.38	1,514.59
12/23/13	Telephone System	SL / 10	15,149.60	0.00	15,149.60	6,817.32	1,514.96	8,332.28
Totals: 100 - COMPUTERS (9 assets)			47,440.03	0.00	47,440.03	37,593.20	1,790.34	39,383.54
Asset A/C#: 110 - EQUIPMENT								
06/30/80	200 Stalls 100 pens	SL / 20	61,545.40	0.00	61,545.40	61,545.40	0.00	61,545.40
06/30/80	Arena Interior Fencing	SL / 40	13,532.50	0.00	13,532.50	12,845.89	338.31	13,184.20
06/30/81	American ScoreBoard	SL / 10	5,512.00	0.00	5,512.00	5,512.00	0.00	5,512.00
06/30/81	3 Event Boards	SL / 20	60,464.12	0.00	60,464.12	60,464.12	0.00	60,464.12
06/30/81	Samsonite Chair Folding lot of 1500	SL / 10	10,380.00	0.00	10,380.00	10,380.00	0.00	10,380.00
06/30/82	96 Swine Pens sold	SL / 20	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00
06/30/82	Rodeo Board	SL / 20	5,209.10	0.00	5,209.10	5,209.10	0.00	5,209.10
06/30/84	PA System	SL / 7	9,923.00	0.00	9,923.00	9,923.00	0.00	9,923.00
06/30/86	Horse Stalls	SL / 20	10,527.76	0.00	10,527.76	10,527.76	0.00	10,527.76
06/30/87	310 Panels	SL / 20	22,040.00	0.00	22,040.00	22,040.00	0.00	22,040.00
06/30/87	Insect Control Sys	SL / 10	3,715.00	0.00	3,715.00	3,715.00	0.00	3,715.00
06/30/87	Silver Horse Panel	SL / 20	4,515.00	0.00	4,515.00	4,515.00	0.00	4,515.00
06/30/88	Bleachers ?	SL / 20	16,800.00	0.00	16,800.00	16,800.00	0.00	16,800.00
06/30/89	John Deere 2155 Tractor	SL / 10	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00
06/30/89	Tables Folding	SL / 10	4,200.00	0.00	4,200.00	4,200.00	0.00	4,200.00
06/30/90	BobCat 753 Tractor Loader	SL / 10	18,556.76	0.00	18,556.76	18,556.76	0.00	18,556.76
06/30/90	Horse Stalls - 2	SL / 20	134,430.12	0.00	134,430.12	134,430.12	0.00	134,430.12
[illegible]90	Rodeo Arena	SL / 40	85,615.36	0.00	85,615.36	59,891.05	2,140.38	62,031.43
[illegible]/90	RV Park	SL / 20	561,901.04	0.00	561,901.04	561,901.04	0.00	561,901.04
06/30/90	Signage	SL / 20	2,534.00	0.00	2,534.00	2,534.00	0.00	2,534.00
06/30/91	Horse Stalls - 3	SL / 20	139,848.48	0.00	139,848.48	139,848.48	0.00	139,848.48
06/30/91	RV Park - 2	SL / 20	83,026.00	0.00	83,026.00	83,026.00	0.00	83,026.00
06/30/91	Speakers Stand	SL / 20	44,223.14	0.00	44,223.14	44,223.14	0.00	44,223.14
06/30/92	Arena	SL / 20	5,306.44	0.00	5,306.44	5,306.44	0.00	5,306.44
06/30/92	Chairs Folding	SL / 10	8,636.00	0.00	8,636.00	8,636.00	0.00	8,636.00
06/30/92	RV Park - 3	SL / 20	22,507.15	0.00	22,507.15	22,507.15	0.00	22,507.15
06/30/92	Stall Mesh	SL / 20	4,560.00	0.00	4,560.00	4,560.00	0.00	4,560.00
06/30/92	Tables - Folding	SL / 10	4,300.64	0.00	4,300.64	4,300.64	0.00	4,300.64
06/30/93	Maitou M230CP Forklift	SL / 10	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00
06/30/93	Reveal 4-N-1 Grader Attachment -8'	SL / 10	4,670.00	0.00	4,670.00	4,670.00	0.00	4,670.00
06/30/93	Fly Control System	SL / 20	7,988.30	0.00	7,988.30	7,988.30	0.00	7,988.30
06/30/93	RV Park - 4	SL / 20	29,985.36	0.00	29,985.36	29,985.36	0.00	29,985.36
06/30/95	Overhead Doors	SL / 20	5,105.00	0.00	5,105.00	5,105.00	0.00	5,105.00
06/30/95	Used Pens, Stalls, & Equip	SL / 20	15,897.18	0.00	15,897.18	15,897.18	0.00	15,897.18
06/30/95	York D2CE 240 N240-25 Air Conditioning...	SL / 20	85,291.00	0.00	85,291.00	85,291.00	0.00	85,291.00
06/30/96	Tables	SL / 10	3,850.00	0.00	3,850.00	3,850.00	0.00	3,850.00
06/30/97	Konica Copier	SL / 10	6,190.00	0.00	6,190.00	6,190.00	0.00	6,190.00
06/30/97	RV Park Expansion	SL / 20	37,514.59	0.00	37,514.59	37,514.59	0.00	37,514.59
06/30/99	500 Floding Chairs	SL / 5	7,650.00	0.00	7,650.00	7,650.00	0.00	7,650.00
06/30/99	Ice Machine	SL / 5	1,532.53	0.00	1,532.53	1,532.53	0.00	1,532.53
06/30/99	500 Folding Chairs	SL / 5	7,650.00	0.00	7,650.00	7,650.00	0.00	7,650.00
07/01/99	Lawn Mower	SL / 10	8,500.00	0.00	8,500.00	8,500.00	0.00	8,500.00
07/01/99	Paint Arena Fences	SL / 5	3,727.19	0.00	3,727.19	3,727.19	0.00	3,727.19
11/01/99	Sign - Independence St	SL / 15	6,000.00	0.00	6,000.00	6,000.00	0.00	6,000.00
12/01/99	Forklift Lease Purchase	SL / 10	37,920.00	0.00	37,920.00	37,920.00	0.00	37,920.00
10/11/00	Fire Sprinkler Sys	SL / 40	3,435.00	0.00	3,435.00	1,502.32	85.88	1,588.20
04/30/01	Fire Alarm	SL / 40	4,254.00	0.00	4,254.00	1,858.79	106.35	1,965.14
04/30/01	Misc. Equipment	SL / 10	7,709.92	0.00	7,709.92	7,709.92	0.00	7,709.92
05/31/02	Expo Highway Sign	SL / 15	24,767.50	0.00	24,767.50	24,767.50	0.00	24,767.50
07/18/02	Expo Highay sign	SL / 15	24,946.50	0.00	24,946.50	24,946.50	0.00	24,946.50
08/15/02	Chaparral Arena (Practice Arena)	SL / 20	21,140.00	0.00	21,140.00	16,295.42	1,057.00	17,352.42
[illegible]/02	Savin 2527 Copier	SL / 10	5,295.00	0.00	5,295.00	5,295.00	0.00	5,295.00
[illegible]/03	Vinyl Fence Around Sign	SL / 10	8,548.00	0.00	8,548.00	8,548.00	0.00	8,548.00
06/19/03	Tables for Expo	SL / 10	12,825.00	0.00	12,825.00	12,825.00	0.00	12,825.00

						Includes Section 179		
Date Acq	Description	Meth/Life	Cost	Section 179	Depr Basis	Beg A/Depr	Curr Depr	End A/Depr
Asset A/C#: 110 - EQUIPMENT								
05/18/06	Hog Pens	SL / 7	8,052.40	0.00	8,052.40	8,052.40	0.00	8,052.40
11/16/06	Used Golf Cart	SL / 7	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00
07/19/07	New Amps	SL / 7	3,200.61	0.00	3,200.61	3,200.61	0.00	3,200.61
10/15/07	Compressor	SL / 7	1,401.96	0.00	1,401.96	1,401.96	0.00	1,401.96
11/15/07	Battery	SL / 10	5,400.00	0.00	5,400.00	5,400.00	0.00	5,400.00
11/30/07	Refrigerator	SL / 7	1,564.00	0.00	1,564.00	1,564.00	0.00	1,564.00
12/20/07	Carpet Cleaner	SL / 10	12,854.22	0.00	12,854.22	12,854.22	0.00	12,854.22
02/01/08	ROTARY TILLER	SL / 10	3,800.00	0.00	3,800.00	3,768.33	31.67	3,800.00
05/15/08	WELDER	SL / 10	2,005.99	0.00	2,005.99	1,922.41	83.58	2,005.99
05/20/08	FRONT END LOADER	SL / 10	25,000.00	0.00	25,000.00	23,958.33	1,041.67	25,000.00
06/19/08	REVEAL 4-N-1 UNIT	SL / 10	5,626.00	0.00	5,626.00	5,344.70	281.30	5,626.00
10/16/08	AUDIO/VISUAL EQUIPMENT	SL / 7	10,814.11	0.00	10,814.11	10,170.40	0.00	10,170.40
12/18/08	TABLES AND CHAIRS	SL / 10	9,810.00	0.00	9,810.00	8,910.75	490.50	9,401.25
02/19/09	AVL REAR PROJECTION 9X12	SL / 5	805.00	0.00	805.00	805.00	0.00	805.00
06/01/09	SWEEPER SCRUBBER	SL / 7	30,678.00	0.00	30,678.00	30,678.00	0.00	30,678.00
07/16/09	KONICA COPIERC-253	SL / 5	6,190.50	0.00	6,190.50	6,190.50	0.00	6,190.50
08/21/09	295 CC ENGINE	SL / 5	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00
08/31/09	WI FI INSTLLATION	SL / 7	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00
10/02/09	BOARDROOM CHAIRS	SL / 7	839.88	0.00	839.88	839.88	0.00	839.88
10/06/09	EXHIBIT BOOTHS	SL / 7	8,338.01	0.00	8,338.01	8,338.01	0.00	8,338.01
11/30/09	(2) JOHN DEERE Z TRACK MOWERS	SL / 7	8,243.30	0.00	8,243.30	8,243.30	0.00	8,243.30
12/14/09	MISC EQUIPMENT	SL / 7	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00
02/25/10	SHOP FAN - FROM BIG ASS FANS	SL / 7	10,765.00	0.00	10,765.00	10,765.00	0.00	10,765.00
02/17/11	Hoshazaki Ice Maker	SL / 5	3,116.00	0.00	3,116.00	3,116.00	0.00	3,116.00
06/27/11	John Deere Tractor	SL / 7	24,594.00	0.00	24,594.00	22,837.29	1,756.71	24,594.00
08/22/11	1999 International 470 Garbage Truck	SL / 7	20,000.00	0.00	20,000.00	18,571.41	1,428.59	20,000.00
03/30/12	Hoshizaki Ice Maker 1340	SL / 7	5,235.00	0.00	5,235.00	4,113.23	747.86	4,861.09
01/30/13	Sweeper	SL / 10	2,000.00	0.00	2,000.00	900.00	200.00	1,100.00
08/29/13	Upgrade lighting in Orange Building	SL / 20	15,603.09	0.00	15,603.09	3,445.66	780.15	4,225.81
07/[illegible]/14	CARPORT	SLP / 20	2,011.50	0.00	2,011.50	343.65	100.58	444.23
[illegible]4	CAR TIPPER AND TAP IN KIT	SLP / 10	7,300.00	0.00	7,300.00	2,372.50	730.00	3,102.50
0[illegible]/14	SWEEPER	SLP / 10	35,174.51	0.00	35,174.51	12,311.08	3,517.45	15,828.53
11/23/15	REBUILT ENGINE	SLP / 10	6,305.00	0.00	6,305.00	1,313.54	630.50	1,944.04
12/28/16	CONCESSION EQUIPMENT	SLP / 10	2,800.00	0.00	2,800.00	303.33	280.00	583.33
03/28/17	DANCE FLOOR AND STAGE	SLP / 10	37,937.03	0.00	37,937.03	3,161.42	3,793.70	6,955.12
10/18/17	TABLES AND CHAIRS	SLP / 10	64,876.30	0.00	64,876.30	1,621.91	6,487.63	8,109.54
11/15/17	CONTROL BOARD	SLP / 10	5,536.36	0.00	5,536.36	92.27	553.64	645.91
12/06/17	PANELS	SLP / 10	2,488.50	0.00	2,488.50	20.74	248.85	269.59
10/17/18 A	APPLIANCES	SLP / 10	4,448.14	0.00	4,448.14	0.00	111.20	111.20
12/01/18 A	JD SKID STEER	SLP / 10	45,239.75	0.00	45,239.75	0.00	377.00	377.00
Totals: 110 - EQUIPMENT (94 assets)			2,206,755.24	0.00	2,206,755.24	1,958,049.52	27,400.50	1,985,450.02
Asset A/C#: 112 - AUDIO/VISUAL EQUIPMENT								
02/17/10	SOUND SYSTEM FROM COX SYSTEMS	SL / 7	49,536.00	0.00	49,536.00	49,536.00	0.00	49,536.00
01/05/11	Building "B" Sales Ring Sound System	SL / 7	4,710.28	0.00	4,710.28	4,373.85	336.43	4,710.28
02/14/14	AUDIO VISUAL EQUIPMENT	SLP / 5	14,377.43	0.00	14,377.43	10,064.21	2,875.49	12,939.70
10/17/17	AUDIO SOUND SYSTEM	SLP / 7	47,196.00	0.00	47,196.00	1,685.57	6,742.29	8,427.86
Totals: 112 - AUDIO/VISUAL EQUIPMENT (4 assets)			115,819.71	0.00	115,819.71	65,659.63	9,954.21	75,613.84
Asset A/C#: 120 - VEHICLE								
06/30/83	1982 GMC Briagader Truck 2ton Dumo...	SL / 5	28,526.19	0.00	28,526.19	28,526.19	0.00	28,526.19
06/30/99	1999 Ford 1/2 Ton Pickup	SL / 5	14,954.00	0.00	14,954.00	14,954.00	0.00	14,954.00
06/30/99	Kan Haul Truck	SL / 5	15,000.00	0.00	15,000.00	15,000.00	0.00	15,000.00
01/01/07	Water Truck	SL / 10	24,000.00	0.00	24,000.00	24,000.00	0.00	24,000.00
09/21/10	2011 CHEVY TAHOE	SL / 5	27,633.00	0.00	27,633.00	27,633.00	0.00	27,633.00
06/21/16	GATOR UTILTY CART	SLP / 10	7,400.00	0.00	7,400.00	1,171.67	740.00	1,911.67
06/21/16	GOLF CART	SLP / 10	7,000.00	0.00	7,000.00	1,108.33	700.00	1,808.33
Totals: 120 - VEHICLE (7 assets)			124,513.19	0.00	124,513.19	112,393.19	1,440.00	113,833.19
Asset A/C#: 130 - LAND IMPROVEMENTS								
06/30/80	Parking Lots/Roads	SL / 20	503,772.37	0.00	503,772.37	503,772.37	0.00	503,772.37
06/30/82	Fencing	SL / 20	19,685.30	0.00	19,685.30	19,685.30	0.00	19,685.30
[illegible]37	Access Road	SL / 20	3,225.42	0.00	3,225.42	3,225.42	0.00	3,225.42
0[illegible]90	Fencing	SL / 20	28,597.00	0.00	28,597.00	28,597.00	0.00	28,597.00
06/30/91	Fencing	SL / 20	7,194.33	0.00	7,194.33	7,194.33	0.00	7,194.33

						Includes Section 179		
Date Acq	**Description**	**Meth/Life**	**Cost**	**Section 179**	**Depr Basis**	**Beg A/Depr**	**Curr Depr**	**End A/Depr**
Asset A/C#: 130 - LAND IMPROVEMENTS								
06/30/91	Other improvements	SL / 20	6,256.00	0.00	6,256.00	6,256.00	0.00	6,256.00
06/30/95	Sewer Line Extension	SL / 50	60,000.00	0.00	60,000.00	28,171.43	1,200.00	29,371.43
07/21/05	RV RECEPTACLES	SL / 10	8,989.00	0.00	8,989.00	8,989.00	0.00	8,989.00
01/03/06	Highway Sign	SL / 7	650.00	0.00	650.00	650.00	0.00	650.00
04/27/09	FENCING PIPE	MA200 / 7	7,452.00	0.00	7,452.00	7,452.00	0.00	7,452.00
09/15/11	RV Pedestal Water/Electric Upgrades	SL / 15	22,558.44	0.00	22,558.44	9,524.70	1,503.90	11,028.60
03/30/12	RV Park Improvements 600 Sect	SL / 20	246,317.00	0.00	246,317.00	71,842.46	12,315.85	84,158.31
04/13/12	2012 Parking Lot Improvements	SL / 20	262,113.00	0.00	262,113.00	75,357.49	13,105.65	88,463.14
05/29/14	LIGHTING	SLP / 20	13,900.00	0.00	13,900.00	2,548.33	695.00	3,243.33
07/01/15	LAND IMPROVEMENTS	SLP / 20	24,792.00	0.00	24,792.00	3,099.00	1,239.60	4,338.60
06/20/18 A	PARKING LOT IMPROVEMENTS	SLP / 10	3,773.47	0.00	3,773.47	0.00	220.12	220.12
Totals: 130 - LAND IMPROVEMENTS (16 assets)			1,219,275.33	0.00	1,219,275.33	776,364.83	30,280.12	806,644.95
Asset A/C#: 140 - BUILDINGS								
06/30/80	Arena & Show Barn	SL / 40	290,280.76	0.00	290,280.76	275,553.30	7,257.02	282,810.32
06/30/80	Expo Center Buildings	SL / 40	1,209,456.82	0.00	1,209,456.82	1,148,094.66	30,236.42	1,178,331.08
06/30/81	Star Storage Building	SL / 40	23,622.04	0.00	23,622.04	21,833.97	590.55	22,424.52
06/30/82	Portable Office Buildings	SL / 40	8,000.00	0.00	8,000.00	7,194.74	200.00	7,394.74
06/30/82	Restrooms/Shower Buildings	SL / 40	17,147.26	0.00	17,147.26	15,421.23	428.68	15,849.91
06/30/83	Concrete Floors	SL / 20	5,481.75	0.00	5,481.75	5,481.75	0.00	5,481.75
06/30/83	Event Board	SL / 20	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00
06/30/84	Concession Building	SL / 40	64,152.00	0.00	64,152.00	54,491.01	1,603.80	56,094.81
06/30/84	Concrete Floors -2	SL / 20	8,423.40	0.00	8,423.40	8,423.40	0.00	8,423.40
06/30/85	Concrete Floors-3	SL / 20	17,000.00	0.00	17,000.00	17,000.00	0.00	17,000.00
06/30/86	Horse Pavillion	SL / 40	239,118.00	0.00	239,118.00	191,164.45	5,977.95	197,142.40
06/30/87	Horse Barn - Heat Vent & Air Cond	SL / 40	14,100.00	0.00	14,100.00	10,920.16	352.50	11,272.66
06/30/89	Horse Pavillion C	SL / 40	93,532.04	0.00	93,532.04	67,765.74	2,338.30	70,104.04
06/30/90	Grandstand	SL / 40	1,057,341.87	0.00	1,057,341.87	739,649.86	26,433.55	766,083.41
06/30/90	Horse Pavillion - 2	SL / 40	1,063,512.96	0.00	1,063,512.96	743,968.68	26,587.82	770,556.50
[illegible] 90	Electrical Hookups	SL / 20	7,875.00	0.00	7,875.00	7,875.00	0.00	7,875.00
[illegible] ,91	Grandstand - 2	SL / 40	52,301.00	0.00	52,301.00	35,279.91	1,307.53	36,587.44
06/30/92	Horse Pavillion - 3	SL / 40	7,660.97	0.00	7,660.97	4,976.26	191.52	5,167.78
06/30/93	Heat Vent Air Con	SL / 10	5,559.00	0.00	5,559.00	5,559.00	0.00	5,559.00
06/30/96	Doors-Main Building	SL / 20	5,823.98	0.00	5,823.98	5,823.98	0.00	5,823.98
06/30/96	Doors Section D&E	SL / 20	4,285.00	0.00	4,285.00	4,285.00	0.00	4,285.00
01/01/00	Resurface Lobby Area	SL / 15	7,200.00	0.00	7,200.00	7,200.00	0.00	7,200.00
03/13/01	Fire sprinkler System	SL / 40	68,565.00	0.00	68,565.00	29,966.94	1,714.13	31,681.07
04/30/01	Comfort Station	SL / 40	151,867.00	0.00	151,867.00	62,661.94	3,796.68	66,458.62
05/20/04	Second Floor - Peoples Building..	SL / 40	2,668,612.05	0.00	2,668,612.05	911,775.77	66,715.30	978,491.07
02/15/07	New Heaters	SL / 40	39,376.26	0.00	39,376.26	10,828.51	984.41	11,812.92
07/19/07	Gutters	SL / 40	4,665.00	0.00	4,665.00	1,282.93	116.63	1,399.56
10/15/07	New exit signs	SL / 10	4,804.40	0.00	4,804.40	4,804.40	0.00	4,804.40
02/28/08	WHITE BUILDING ROOF REPAIRS	SL / 40	18,300.00	0.00	18,300.00	4,498.75	457.50	4,956.25
06/19/08	LIGHTING UPGRADE	SL / 40	18,147.00	0.00	18,147.00	4,309.96	453.68	4,763.64
10/24/08	WIRELESS INTERNET	SL / 5	1,367.05	0.00	1,367.05	1,275.91	0.00	1,275.91
10/29/08	HEAT & AIR SYSTEM	SL / 10	7,803.00	0.00	7,803.00	7,152.75	390.15	7,542.90
11/25/08	ORANGE BUILDING DOORS	SL / 40	24,629.24	0.00	24,629.24	5,592.88	615.73	6,208.61
01/01/09	ORANGE BUILDING PAINT	SL / 20	47,900.00	0.00	47,900.00	20,357.50	2,395.00	22,752.50
02/02/09	UPGRADE FIRE SYSTEM	SL / 40	4,800.00	0.00	4,800.00	1,065.00	120.00	1,185.00
03/06/09	ORANGE BLDNG RESTROOMS REMODEL	SL / 40	41,145.03	0.00	41,145.03	9,043.37	1,028.63	10,072.00
09/11/09	RECEPTICLE UPGRADE	SL / 40	13,028.81	0.00	13,028.81	2,700.76	325.72	3,026.48
09/28/09	LIGHTING UPGRADE	SL / 40	35,305.00	0.00	35,305.00	7,318.47	882.63	8,201.10
09/09/10	GRANDSTAND LIGHTING UPGRADE	SL / 20	17,746.00	0.00	17,746.00	6,506.87	887.30	7,394.17
02/17/11	Fred Humphrey Building Remodel	SL / 20	88,803.47	0.00	88,803.47	30,711.18	4,440.17	35,151.35
07/19/11	(2) Exhaust Fans for Concessions Stands	SL / 15	3,861.50	0.00	3,861.50	1,673.30	257.43	1,930.73
11/17/11	Fire Alarm Monitoring System	SL / 20	11,259.97	0.00	11,259.97	3,471.83	563.00	4,034.83
08/29/12	New lettering on FH Pavilion	SL / 15	6,560.00	0.00	6,560.00	2,368.87	437.33	2,806.20
10/18/12	Fuse upgrade	SL / 20	1,650.00	0.00	1,650.00	433.13	82.50	515.63
02/08/13	Remodel	SL / 40	46,214.84	0.00	46,214.84	5,680.57	1,155.37	6,835.94
09/06/13	New Lettering	SL / 15	5,200.00	0.00	5,200.00	1,502.24	346.67	1,848.91
10/11/13	Alarm System	SL / 15	8,560.60	0.00	8,560.60	2,425.52	570.71	2,996.23
10/30/13	Front Doors	SL / 20	7,073.23	0.00	7,073.23	1,503.06	353.66	1,856.72
10/30/13	New Lettering/ Signs	SL / 15	5,200.00	0.00	5,200.00	1,473.35	346.67	1,820.02
[illegible] '14	COMFORT STATION IMPROVEMENTS	SLP / 20	14,230.64	0.00	14,230.64	2,786.83	711.53	3,498.36
[illegible] 14	COMFORT STATION IMPROVEMENTS	SLP / 20	17,799.75	0.00	17,799.75	3,337.46	889.99	4,227.45
04/08/14	STAINLESS STEEL COUNTERTOPS	SLP / 20	12,215.00	0.00	12,215.00	2,290.31	610.75	2,901.06

Date Acq	Description	Meth/Life	Cost	Section 179	Depr Basis	Beg A/Depr (Includes Section 179)	Curr Depr (Includes Section 179)	End A/Depr (Includes Section 179)
Asset A/C#: 140 - BUILDINGS								
04/12/14	COMFORT STATION REMODEL	SLP / 20	64,947.86	0.00	64,947.86	12,177.71	3,247.39	15,425.10
12/31/14	COMFORT STATION REMODEL	SLP / 20	8,011.29	0.00	8,011.29	1,235.06	400.56	1,635.62
06/09/15	WASH STALLS	SLP / 20	49,185.87	0.00	49,185.87	6,148.23	2,459.29	8,607.52
12/15/15	CONFERENCE WALLS	SLP / 20	5,530.00	0.00	5,530.00	576.04	276.50	852.54
09/26/16	SIGN DONATED FROM VISIT SHAWNEE	SLP / 40	154,753.88	0.00	154,753.88	5,158.47	3,868.85	9,027.32
12/21/17	EVENT CENTER REMODEL AND.	SLP / 40	501,499.67	0.00	501,499.67	1,044.79	12,537.49	13,582.28
01/17/18 A	PAVILLION BANNERS	SLP / 10	1,275.00	0.00	1,275.00	0.00	127.50	127.50
02/15/18 A	HEAT/AC UNIT	SLP / 10	3,850.00	0.00	3,850.00	0.00	352.92	352.92
11/15/18 A	BUILDING REMODEL	SLP / 40	36,162.56	0.00	36,162.56	0.00	150.68	150.68
Totals: 140 - BUILDINGS (61 assets)			8,428,479.82	0.00	8,428,479.82	4,559,802.76	218,576.09	4,778,378.85
Grand totals for all accounts: (191 assets)			12,142,283.32	0.00	12,142,283.32	7,509,863.13	289,441.26	7,799,304.39

TB

Codes that may appear next to the date acquired include: A - Addition, D - Disposal, T - Traded, I - Inactive, C - Construction in Progress, MQ - Mid Quarter Applied

Additional Summary Statistics:	Cost	Curr Yr 179	Prior Yr 179	Depr Basis	Beg A/Depr	Curr A/Depr	End A/Depr	Net Book Val
Grand Totals for All Assets	12,142,283.32	0.00	0.00	12,142,283.32	7,509,863.13	289,441.26	7,799,304.39	4,342,978.93
Inactive Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Disposed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Traded Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Totals (Active & Inactive Assets)	12,142,283.32	0.00	0.00	12,142,283.32	7,509,863.13	289,441.26	7,799,304.39	4,342,978.93

Total Bonus Depreciation Taken at 30% Rate:	*0.00*
Total Bonus Depreciation Taken at 50% Rate:	*0.00*
Total Bonus Depreciation Taken at 100% Rate:	*0.00*
Total Bonus Depreciation Taken:	*0.00*

CBEW Professional Group, LLP
Certified Public Accountants
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Cushing, OK 74023
918-225-4216 FAX 918-225-4315

Charles E. Crooks, Jr., CPA – Trisha J. Rieman, CPA – Gabrielle Conchola, CPA

October 15, 2021

Financial Oversight Committee
Shawnee Civic & Cultural Development Authority
P.O. Box 1466
Shawnee, OK 74802-1466

RE: Audit for the Year Ended December 31, 2020

Thank you for allowing CBEW Professional Group, LLP to perform auditing services for your Authority. This letter sets forth our proposal to conduct an audit of your financial statements and outlines the nature and scope of the services we will provide to you if selected to continue.

Scope of Services

We will audit the financial statements of the Shawnee Civic & Cultural Development Authority (Authority), which comprise the statement of net position as of December 31, 2020 and the related statement of activities and changes in net position and cash flows for the year then ended and the related notes to the financial statements. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America, if it is presented. These limited procedures will consist principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or proved any assurance. If management elects not to present the RSI our report will include a paragraph describing its omission.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

Audit Objectives (Continued)

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, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. 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 or add an emphasis-of-matter paragraph. 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 audits or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion of the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with generally accepted auditing standards in the United States and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. Because the determination of abuse in subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Audit Procedures—General (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with generally accepted auditing standards in the United States and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Authority's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Internal Controls (Continued)

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of significant deficiencies, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control, such that there is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention to those charged with governance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Other Audit Related Services

We will also assist in preparing the financial statements and related notes of the Authority in conformity with generally accepted accounting principles in the United States based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will provide any proposed adjusting entries to management for review and acceptance as well as a list of immaterial audit differences not proposed for adjustment, if any. In addition to the audit services described above, we may prepare a separate management letter setting forth findings and recommendations relative to internal controls, fiscal affairs and other observations noted during the course of the audit that are not required pursuant to *Government Auditing Standards.* We will provide a post-audit review for interested personnel of your Authority to discuss your accounting procedures and recommend measures that might be employed to correct problems, if any, that we may have observed during the audit.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation in the financial statements and all accompanying information in conformity with generally accepted accounting principles in the United States and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, you are also responsible for identifying and ensuring that the Authority complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process of tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the audit objectives discussed in this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. The Authority is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with generally accepted accounting principles in the United States but the responsibility for the financial statements and related information remains with you. We may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. You are responsible for the preparation and content of Management's Discussion and Analysis, if presented. *Government Auditing Standards* preclude the auditor from preparing management's discussion and analysis.

Management Responsibilities (Continued)

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Administration, Fees, and Other

We will perform these services as expeditiously as possible in order to meet the time requirements of the engagement. Chuck Crooks is the engagement partner and is responsible for supervising the engagement. We plan to begin fieldwork on the audit in May and expect to issue our reports no later than October 19, 2021 and preferably at least one week prior to presentation barring unforeseen circumstances. As a component unit of the City of Shawnee the audited financial statements of the Authority will also be included with the audited financial statements of the City of Shawnee. It is understood that your accounting personnel would be available to answer questions and to provide assistance in locating records and any documents selected by us for testing, and to prepare schedules and analyses as may be necessary. A list of such schedules will be furnished to you shortly before or after we begin the engagement.

Our fee for the services set forth in this letter will be based upon the value of the services rendered (rates determined by the nature of the services and the degree of skill required by our personnel). Every effort will be taken to keep that fee to a minimum consistent with the requirements of the engagement. We expect our fee to be between $6,000 and $7,000 unless the Authority changes the scope of the work requested.

We will supply the Authority with copies of the audited financial statements and related reports; however, management is responsible for distribution of the reports and the financial statements. If other pass-through entities need copies of the reporting package and/or auditors' report management is responsible for seeing that such entities receive the required information; however, we may submit those copies at your request. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Audit Administration, Fees, and Other (Continued)

This engagement does not include any services not specifically stated in this letter. The above fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. Additional fees may be incurred in performing the audit if information is not available when requested or if we are not able to complete our work as scheduled. Examples of situations are repeated attempts to obtain information previously requested and not remitted timely. Other matters that may result in additional fees is time expended in reconciling significant differences in the accounting records, or time expended in making reclassification and adjustments to accounting information to properly report applicable accounting categories in the financial statements as a result of errors, mispostings and related adjustments. 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 invoice for these services will be rendered upon completion of the audit and is payable upon presentation.

If there is a change in scope of audit work requested by the Authority or if you request that we perform additional services not contemplated by this engagement letter, we will discuss those requirements with you and arrive at fee for those services before we begin. If authorized by the Authority, an amendment to the engagement letter, a separate engagement letter or other memorandum may be prepared to document such agreement. However, 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. Additional services, when requested, will be performed by the competent individuals with a rate most beneficial to the Authority based on the particular circumstances. Additional services of a significant nature, which you may request, will be billed separately.

Examples of significant changes in audit scope include, but are not limited to, the following:

- Applicability of the Single Audit Act (Uniform Guidance) due to the receipt and expenditure of federal financial assistance in excess of $750,000.
- Creation of significant new funds or activities to audit

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our Privacy Policy—Your Privacy is Important to Us

Preserving your trust is a core value of our practice and the accounting profession. CBEW Professional Group, LLP recognizes that you expect us to protect the information you provide to us and to use it responsibly. We highly value your trust and confidence in us, and we want to assure you that any personal information obtained during our audit is kept confidential and secure. We are strongly committed to fulfilling the trust that is the foundation of your expectations.

We follow standard industry practices to actively protect the confidentiality, security, and integrity of your information. We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We also maintain physical, electronic, and procedural safeguards that comply with our professional standards. In so doing, we restrict access to your personal information to those employees who need to know that information to provide services to you. Additionally, our employees are bound by strict internal confidentiality policies.

The audit documentation (working papers) for this engagement is the property of CBEW Professional Group, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain documentation available to a Federal or State agency providing direct or indirect funding or its designee or to the U.S. Government Accountability Office for purpose of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying any audit documentation.

In the event we are requested or authorized by you or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement, you will, so long as we are not part to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practice. This is also a requirement of *Government Auditing Standards.* Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work performed for you may be selected for their review. If it is, the peer review team is bound by professional standards to keep all information confidential.

Government Auditing Standards (Yellow Book) require that we provide you with a copy of our most recent external peer review report. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and are confident that CBEW Professional Group, LLP can continue to meet your current and ongoing needs. We believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact us at 918-225-4216. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us.

Very truly yours,
CBEW PROFESSIONAL GROUP, LLP
Certified Public Accountants

Chuck E. Crooks

Chuck E. Crooks, CPA
Partner and Audit Coordinator

ACKNOWLEDGEMENT:

The foregoing letter fully describes the services required and is accepted by us.

SHAWNEE CIVIC & CULTURAL DEVELOPMENT AUTHORITY

Signature: ________________________________

Title: ____________________________________

Date: ____________________________________