RE: BT+ Services

DATE: December 16, 2025

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between City of Plymouth, Indiana, (the Client) and Baker Tilly Advisory Group, LP (Baker Tilly).

SCOPE OF WORK

Baker Tilly agrees to furnish and perform the following services as requested.

A. Accounting and Reporting Support

1. Provide as needed support for accounting and reporting processes related to the computerized accounting system modules of the Client as detailed below:
   a) General Ledger;
   b) Check Reconciliation;
   c) Accounts Payable;
   d) Cash Collection;
   e) Payroll;
   f) Reporting; and
   g) Other (as necessary)
2. Provide as needed support for accounting and reporting processes for the Client as detailed below:
   a) Cash and investments management;
   b) Bond issues and other debt;
   c) Property taxes;
   d) Excise taxes;
   e) Other operating revenues;
   f) Personnel services;
   g) Supplies;
   h) Other services and charges;
   i) Capital outlays;
   j) Other disbursements;
   k) Non-financial activity; and
   l) Other accounting and reporting processes (as necessary)

3. Support services will be directed by the Client based on the scope and nature of the event. Baker Tilly's services include:
   a) On-site support as needed;
   b) Telephone support as needed;
   c) E-mail support as needed;
   d) Written communication as needed; and
   e) Remote support via Internet as needed

B. Gateway Annual Report

1. Client will provide Baker Tilly a detailed trial balance and any supporting schedules necessary to support the trial balance totals.
2. Client will provide Baker Tilly supporting documentation for Grants to include local project name, federal program title, federal agency, pass through agency, CFDA Number, award name, award number, grant type, local fund number, grant receipts, grant disbursements, amount provided to sub-recipients, amount of loans outstanding, amount of non-cash assistance for the year and amount of insurance in effect for the year.
3. Client will provide Baker Tilly with non-depreciable and depreciable capital asset additions and deletions for the reporting year. Baker Tilly will assist Client to compute depreciation expense and accumulated depreciation based on Client's capital asset policy.
4. Client will provide Baker Tilly with information on all outstanding leases including the lessor, description of the lease, annual lease payment, beginning date of lease and ending date of lease.
5. Client will provide Baker Tilly with information on financial assistance to non-governmental entities including the name, federal tax identification number, address, contact information, source of funding, amount of funding and type of entity.
6. Client will provide Baker Tilly with information necessary to complete the reporting requirements for Public Official Surety Bonds including position, type, name, amount of bond and term.
7. Client will complete the Risk Assessment questionnaire:
   a) Assist Client to upload supporting documentation for the risk assessment questionnaire.
   b) Assist with other parts as needed, but not in lieu of management control.
8. Data upload into Gateway:
   a) Assist Client to download text files from the Client's accounting and reporting software in accordance with Gateway reporting requirements, as applicable.
   b) Assist Client to upload text files into Gateway, as applicable.
   c) Or; Assist Client to generate data totals for manual entry into Gateway, as applicable.
9. Assist Client to tie beginning balances to prior Gateway Annual Report.
10. Assist Client to tie receipts, disbursements and ending balances to current year financial information.
11. Assist Client to analyze transfers in equal transfers out.
12. Assist Client to compute receivables and payables as of December 31.
13. Assist Client to complete debt service reporting.
14. Assist Client to complete pension reporting.

C. Debt Management

1. Client will provide Baker Tilly with a detailed trial balance and any supporting schedules required by Baker Tilly.
2. Assist Client to input basic debt information into Gateway to include debt name, type of debt, base CUSIP number, if applicable, and property tax cap exemption status.
3. Assist Client to input the authorizing Indiana Code cite for the debt.
4. Assist Client to input information on debt limitations to include issuer, current debt limit and current debt capacity, as applicable.
5. Assist Client to input applicable bond sale information which may include:
   a) Date of preliminary determination.
   b) Date of publication and newspapers.
   c) Date of appropriation resolution.
   d) Date of debt sale.
   e) Date of debt closing.
6. Assist Client to disclose results of petition/remonstrance, if applicable.
7. Assist Client to disclose debt rating, if applicable.
8. Assist Client to disclose the security on the debt and source of repayment.
9. Assist Client to disclose the purpose and total project cost of the debt.
10. Assist Client to disclose the sources and uses of funding for the debt.
11. Assist Client to disclose the dates of bids, start of construction and estimated date of substantial completion, as applicable.
12. Provide an amortization schedule of the debt.

D. Client Economic Analysis

Baker Tilly will develop a long-term financial plan (Economic Analysis) for the Client working in concert with Client officials and staff. The Economic Analysis model will incorporate assumptions regarding revenue and expenditure estimates, tax base changes, utility rate increases, capital outlays, existing and estimated debt service, and estimated property tax and sales tax rates over the specified planning period. Features of the Economic Analysis model may include the below items tailored to Client needs and requests:

> A long-term financial planning model for Client requested funds
> Details regarding assumptions utilized for both revenue and expenditure estimates.
> Charts, graphs, and tables depicting historical trends and future estimates.
> Summary of outstanding debt related to the financing of previous capital expenditures.

The Economic Analysis will be developed for a baseline scenario representing the most likely or expected conditions. Scenarios may also be developed representing favorable and unfavorable scenarios to capture a range of potential financial outcomes.

Phase 1 - Information Gathering

1. Meet with the Client, as necessary, to seek input into the development of the economic analysis, to gain an understanding of long-term financial goals, services and service levels, and desired future state of Client finances.
2. Meet with the Client, as necessary, to discuss historical trends in revenues and expenditures and thoughts about potential future performance.
3. Meet with the Client, and its department heads when necessary, to compile and prepare a multi-year capital improvement plan.
4. Gather historical financial data from the client.

Phase 2 – Analysis

1. Analyze historical financial, economic, and statistical data and trends for the funds included in the analysis, including revenues, expenditures, cash reserves, fund balances, outstanding debt, and capital improvements.
2. Identify unusual variations from the revenues and expenditures budget.
3. Provide proposed adjusting transactions if necessary for the Client's approval.
4. Provide explanation of adjustments as necessary.

Phase 3 - Preliminary Plan

1. Develop schedules of receipts, disbursements, and fund balances of all analyzed funds of the Client for the immediate three prior years based upon reports and records of the Client, to identify trends in revenues, expenditures, and fund balances.
2. Create a baseline financial model of all analyzed operating funds of the Client for the current and next four calendar years ending. Analysis will include estimates of revenues on a major category basis and expenditures by function on a major category basis.
3. **Estimate property tax credit losses by conducting an analysis of parcel-level data and integrating legislative modifications to the tax system implemented during the 2025 Legislative Session.**
4. Overlay the prepared capital improvement plan onto the financial model to propose funding resources and opportunities.
5. Analyze minimum fund balances to be maintained.
6. Identify potential shortfalls in revenues and provide suggestions, as available, to bridge funding gaps.
7. Evaluate current rates for Utilities.
8. Analyze preliminary baseline financial model and additional scenarios (as applicable) with the Client. Based on that analysis, Baker Tilly may modify the baseline model and additional scenarios as appropriate.

Phase 4 - Economic Analysis Report

1. Baker Tilly will develop the economic analysis and report incorporating the financial model and scenarios, as applicable.
2. Provide the Economic Analysis to the Client.

Phase 5 – Meetings

1. Attend meetings with the client as follows: working group meeting, presentation of draft report to Client representatives, and final presentation to the Client's fiscal body (annual hours estimate assumes two meetings).

E. Interactive Department Level Budget Process

1. For client selected departments, develop an account level budget worksheet based-on historical trending and YTD spending.
2. Compare line-by-line draft budgets to historical trends to identify outliers.
3. Compare draft budgets to estimated revenues to identify cash flow impacts of proposed budgets to client selected departments.
4. Work with the Client toward budget goals (ex: balanced budget, zero based budget)
5. Provide suggestions, as available, to bridge funding gaps, reduce overstated budgets and improve the transparency of the annual budget process.

F. Budget Assistance

1. Meet with the Client to discuss the budget process and collect data for budget preparation.
2. Develop or analyze the budget calendar for consideration by the legislative body.
3. Compute state distributed revenues based on certifications, and other information provided by the Department of Local Government Finance (DLGF) and the Auditor of State.
4. Develop or analyze miscellaneous revenues based on historical information provided by the Client.
5. Develop or analyze the estimated maximum levy.
6. Develop or analyze the estimated tax rate and levy by fund.
7. Assist with the preparation of prescribed forms related to the annual budget.
8. Assist the Client with entering budget data into the Indiana Gateway program.
9. Monitor the completion of the required steps of the budget process with the Client.
10. Analyze the 1782 Budget Notice on behalf of the Client to ensure accuracy and completeness.
11. Provide periodic budget management assistance through telephone, remote and on-site support.

G. Property Tax Levy Appeals

1. Assist the Client with determining its eligibility to apply for a property tax levy appeal with the DLGF.
2. Assist with the preparation of the State appeal application and supporting documentation for levy appeals.
3. Submit the levy appeal petition and application to the DLGF.
4. Monitor the completion of the required steps of the levy appeal process with the Client.

H. Additional Appropriations

1. Develop a timeline for the steps required to request approval of an additional appropriation from the DLGF.
2. Analyze estimated receipts and cash on hand to determine ability to fund requested additional appropriation.
3. Assist with State prescribed additional appropriation documents.
4. Assist the Client to monitor completion of the required steps of the additional appropriation process.

I. Council Reporting and Meetings

1. Provide council summary reports.
2. Meet virtually with City management (and council representatives if Client requests) to discuss long-term goals and objectives.
3. If requested, conduct an annual council member workshop for long-term financial planning goals and performance indicators as well as an opportunity for question and answer regarding City-wide financial plans.

J. Capital Assets

1. Baker Tilly will assist the Client to assemble existing data into a reportable format, update the Client's capital asset policy and work with the Client to update capital asset lists by utilizing department verifications, and other corroborating data (such as insurance data, GIS data, and other readily available source information).
2. The anticipated result is a ledger in accordance with accounting and reporting standards set forth by the Indiana State Board of Accounts as well as a capital asset roll forward to be used in the Gateway Annual Financial Report
3. Baker Tilly is also available to assist the Client to load data into the Client's computerized capital asset system, if required.

K. Continuing Disclosure Services

Baker Tilly will commence continuing disclosure services for debt obligations as set forth in any continuing disclosure undertaking for the debt obligations (CDU) that the Client will execute upon settlement. Annually, the Firm will check in with the Client to confirm the engagement for the next annual reporting period.

In carrying out its duties, Baker Tilly shall do the following:

1. <u>Preparation and filing of annual reporting</u>

   The Client will provide Baker Tilly with the executed CDU, including any master or supplemental CDUs.

   Baker Tilly will:

   a) Identify the Client's reporting obligations, assist, as needed, with any necessary operating data, and file any required annual report and financial statements, including the audit if available, as provided for in each CDU for the reporting period;

   b) Provide to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access System (EMMA), the annual information required under each respective CDU;

   c) Provide additional reporting to purchasers, as set forth in bond related agreements; and

   d) If not filed at the time of the annual report, file the audit as set forth in the CDU.

2. Assistance filing reportable events on EMMA

   Upon notification of one of the events listed as set forth in each CDU (collectively, Reportable Events), Baker Tilly will assist the Client with filing any Reportable Events. Most Reportable Events are required by the Rule to be filed within ten business days of the occurrence. Client will notify Baker Tilly as soon as possible when they believe a reportable event has or may have occurred to enable Baker Tilly to file a timely notice on EMMA. It is the Client's sole responsibility to notify Baker Tilly of the potential occurrence of a Reportable Event.

3. Compliance Check

   a) At the time of issuance, Baker Tilly will prepare the Client's post issuance policies and procedures. If these policies and procedures are already in place, Baker Tilly will review with the Client.

   b) At the time that Baker Tilly conducts services annually under item 1, Baker Tilly will update the compliance check.

   c) If a deficiency is found and the bonds remain outstanding at the time of Baker Tilly's compliance check, Baker Tilly will prepare any necessary reporting or notices to meet the CDU obligations. Baker Tilly will provide the Client with documentation that the EMMA filing has occurred.

4. Other post issuance services (Upon Request)

   If requested, Baker Tilly will provide to the Client other post issuance services including, but not limited to, consultation related to disclosure operating procedures, rating surveillance support, and debt management.

L. Annual Tax Increment Finance (TIF) Services

1. Redevelopment Commission TIF Annual Training

   a) Attend the annual organizational meeting of the Redevelopment Commission and make a presentation on Redevelopment Commission (RDC) annual responsibilities and the basics of tax increment financing (TIF).

2. Assist with the Annual Reporting and Meeting Requirements for the RDC

   a) Assist the RDC in completing the annual reporting requirements on the activities of the RDC, includes various information for each tax increment allocation area (TIF Area) for the previous year to be filed with the Client's fiscal body, executive, and Indiana Department of Local Government Finance (DLGF) by April 15 each year under IC 36-7-14-13.

   b) Assist the RDC with the TIF planning, budget, impact analysis and annual meeting requirements set forth under IC 36-7-25-8, including attendance of the annual meeting.

3. Provide Pass-through Excess Assessed Value Notification Assistance

   a) Assist the RDC in preparing an annual notice due to the County Auditor's office and overlapping taxing units by June 15th, notifying them of the amount of excess incremental assessed value that can be released to taxing units for the subsequent year, under 36-7-14-39(b)(4).

   b) Prepare a current schedule of estimated TIF revenue, under current law, including the impact of known new developments, estimated tax abatement reductions, depreciation tables, if applicable, and anticipated changes in tax rates.

   c) Prepare a schedule demonstrating the extent to which estimated TIF revenue is expected to be sufficient to pay actual debt service or lease rentals on outstanding bonds and other planned projects for the TIF Area(s), notifying the RDC of any anticipated shortfalls or significant surplus.

   d) Assist with the preparation of any required supporting documentation for the captured assessed value determination resolution(s).

4. Monitor TIF Revenue and Preparation of an Annual TIF Report

   a) For the TIF Area(s), analyze recorded TIF revenue, comparing it to Baker Tilly's previous estimates, identifying the sources of material differences.

   b) Identify major tax delinquencies materially affecting TIF revenue using information available from the county auditor's office.

   c) Based on input from RDC representatives:

      (1) Trace known major developments and tax abatement reductions into the county's property tax records.

      (2) Research, report and make recommendations regarding any material differences from anticipated assessed valuations and TIF revenue.

   d) Update TIF revenue estimates based upon current law and property tax data, including the impact of known new developments, estimated tax abatement reductions, personal property depreciation tables (if applicable), and estimated changes in tax rates (if applicable).

   e) Prepare a schedule demonstrating the extent to which estimated TIF revenue is expected to be sufficient to pay actual debt service or lease rentals on outstanding bonds and other planned projects for the TIF Area(s), notifying the RDC of any anticipated shortfalls or significant surplus.

   f) If needed, prepare illustrative schedules of amortization for bonds, leases, or other obligations payable from TIF revenue generated in the applicable TIF Area(s). Any illustrative amortizations prepared under this section will be for informational purposes only and may not be utilized in conjunction with the issuance of debt obligations.

   g) If needed, illustrate annual cash flow for each allocation area for a five-year period (or another period defined by the RDC) that accounts for debt and non-debt expenditures of the RDC.

   h) Provide an annual written report and additional written materials as appropriate, reporting findings to the RDC.

5. Calculate Base Value Adjustments (Neutralization) for Trending and General Reassessment

   a) Contact the county auditor's office and, with its cooperation and based on information provided by the county auditor and assessor, assist in performing or checking calculations with respect to base value adjustments, including determining base value adjustment factors, appeal and tax rate assumptions, and captured assessed values for each TIF Area in conjunction with annual trending or general reassessments. In performing this work, we rely on the accuracy of the information provided by the county auditor and assessor. We will not audit or review their information.

   b) If necessary, travel to the county auditor's and/or assessor's offices to perform fieldwork that may be required. Obtain from the county auditor and assessor new tax abatement information, a list of new developments and assessed values (if available) and a list of outstanding parcel assessed value appeals for the TIF Area(s) to use in the calculation. Compare resulting calculations to historical captured value, if necessary.

   c) With the cooperation of the county auditor's office, assist the county auditor's office with the monitoring of captured assessed value amounts for each TIF Area and taxing district that are used during the assessed value certification process. If needed, assist the auditor's office with any corrections to captured assessed value amounts that must be undertaken prior to certification.

   d) With the cooperation of the county auditor's office, assist the county auditor's office with the monitoring of captured assessed value amounts for each TIF Area and taxing district that are used in the preparation of the county abstract. If needed, assist the auditor's office with any corrections to captured assessed value amounts that must be undertaken prior to the completion of the abstract.

6. DLGF Annual Spending Plan Preparation

   a) Meet with Client leadership to discuss priorities and plans for the next fiscal year, develop an annual spending plan, pursuant to IC 36-7-14-12.7 and DLGF guidelines, and present the annual spending plan before the RDC.

   b) Present the spending plan at a meeting of the RDC. Such report is limited to the purposes set forth herein and may not be used in conjunction with the issuance of additional debt obligations. TIF revenue estimates in support of the issuance of debt will be accomplished pursuant to the parameters of separate agreements.

Potential Services to be Provided on an As Requested Basis and Billed at Time and Expense

M. Creation/Amendment of a Commercial TIF Allocation Area

1. Work with the Client and its advisors to analyze the boundaries of the proposed TIF Area and potential assessed value impacts of proposed new construction/demolition projects within the proposed TIF Area.
2. Provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed TIF Area, if needed.
3. Prepare, on behalf of the Client, an analysis and a statement disclosing the impact of the proposed TIF Area upon the overlapping taxing units (the Impact Statement) and facilitate the delivery of the Impact Statement to the overlapping taxing units.
4. Meet virtually or in person with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation/amendment of the proposed TIF Area.
5. Attend meetings and required public hearings to explain the impact of the creation/amendment of the proposed TIF Area and to address any questions.

N. Creation/Amendment of a Residential TIF Allocation Area

1. Work with the Client and its advisors to analyze the boundaries of the proposed TIF Area and potential assessed value impacts of proposed new construction/demolition projects within the proposed TIF Area.
2. Provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed TIF Area, if needed.
3. Prepare, on behalf of the Client, an analysis and a statement disclosing the impact of the proposed TIF Area upon the overlapping taxing units (the Impact Statement) and facilitate the delivery of the Impact Statement to the overlapping taxing units.
4. Virtually or personally meet with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation/amendment of the proposed TIF Area.
5. Attend meetings and required public hearings to explain the impact of the creation/amendment of the proposed TIF Area and to address any questions.

O. Economic Development Project Evaluation and Preliminary Feasibility

1. In connection with a proposed economic development project or prospect (the Project), discuss with Client (or Client representative) the proposed Project; potential incentives; the use of TIF, tax abatement and other sources of funding; preliminary financing options and feasibility analyses; timing and investment information needed for analysis; and other issues and considerations.
2. Baker Tilly will be dependent upon these parties for the development assumptions used to inform the initial analysis. Prepare schedules of real and depreciable personal property tax abatement reductions, if applicable.

   Note: Additional Project analyses may be prepared under separate engagement scopes addressing the specific Project.

P. Periodic Services

1. Analyze County TIF Parcel Records for Missing Parcels and Parcel Changes
   a) Interview Client and/or county personnel to locate declaratory resolutions, base value dates, original maps of the TIF Area(s), together with any boundary changes that may have occurred subsequent to the creation of the TIF Area(s).
   b) Compare county auditor's TIF parcel list and maps to determine the extent to which they reflect changes that have occurred to the TIF boundaries of the TIF Area and incorporate parcel splits and combinations.
   c) Suggest corrections to the TIF database, as needed.

Client agrees to provide Baker Tilly with the audit and accurate information with respect to the annual report in a timely manner and to fully disclose to Baker Tilly any Reportable Events as they occur.

BT+ SERVICE EXPECTATIONS

The Client will designate a staff member to serve as the primary liaison between the Client and Baker Tilly. This individual will assist in providing accurate and timely information necessary for the successful completion of the projects outlined above and will help coordinate required meetings. Baker Tilly acknowledges that some information may already be available in our files or on the Client's website. To ensure seamless collaboration, Baker Tilly will assign a dedicated team, including two primary contacts, who will serve as your trusted advisors and provide consistent support throughout the year. This team will work closely with your designated liaison to deliver proactive guidance, timely communication, and exceptional service. Baker Tilly will also provide an annual project calendar which will estimate project delivery and meeting dates. This calendar is subject to change throughout the year, and any major modifications will be approved by the Client.

COMPENSATION AND INVOICING

Fees for services set forth in Scope of Work Sections A-L will be $11,100 per month and include up to 510 hours for calendar year 2026 services (January – December 2026).

Fees for services set forth in Scope of Work Sections M-P will be billed on a time and expense basis per the table below.

If additional hours beyond the level set forth above are needed in calendar year 2026 those additional hours will be billed on a time and expense basis per the table below.

Standard Hourly Rates by Job Classification
1/1/2026

Title	Hourly Rate
Principals / Directors	$510 - $695
Managers / Senior Managers	$330 - $480
Consultants / Analysts / Senior Consultants	$210 - $320
Support / Paraprofessionals / Interns	$120 - $230

**Billing rates are subject to change periodically due to changing requirements and economic conditions. The Client will be notified of any change to fees. If Client does not dispute such change in fees within thirty (30) days of receiving the notification, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred except for direct, project-related expenses such as travel costs.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if other arrangements are made. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

> Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.

> Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.

> Evaluate the adequacy and results of the nonattest services we perform.

> Accept responsibility for the results of our nonattest services.

> Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

This Scope Appendix will terminate according to the terms of the Engagement Letter.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

BAKER TILLY ADVISORY GROUP, LP

Eric J. Walsh, Principal

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: Mayor

Date: 1-26-26