RE: BT+ Services

DATE: February 20, 2026

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between Town of Edinburgh, 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. Fiscal Sustainability Plan

Baker Tilly will develop a Fiscal Sustainability Plan for the Client working in concert with Client officials and staff. The Fiscal Sustainability Plan 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 over the specified planning period. Features of the Fiscal Sustainability Plan may include the below items tailored to Client needs and requests:

> A fiscal sustainability 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 Fiscal Sustainability Plan 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 fiscal sustainability plan, 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. Overlay the prepared capital improvement plan onto the financial model to propose funding resources and opportunities.
4. Analyze minimum fund balances to be maintained.
5. Identify potential shortfalls in revenues and provide suggestions, as available, to bridge funding gaps.
6. Evaluate current rates for Utilities.
7. 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 - Fiscal Sustainability Plan Report

1. Baker Tilly will develop a report incorporating the financial model and scenarios, as applicable.
2. Provide the Fiscal Sustainability Plan to the Client.

Phase 5 – Meetings

1. Attend up to three 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.

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. Annual Additional Appropriation Scrub

1. Obtain year-to-date appropriation report as of September or October
2. Analyze historical trends, YTD spend and appropriations to create additional appropriation likelihood report
3. Provide efficiency roadmap for completing reclassification entries and/or additional appropriations.
4. Develop a timeline for the steps required to request approval of an additional appropriation from the DLGF.
5. Analyze estimated receipts and cash on hand to determine ability to fund requested appropriation.

6. Assist with State prescribed additional appropriation documents.
7. Assist the Client to monitor completion of the required steps of the additional appropriation process.

I. 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.

J. 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.

K. 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.

L. Property Tax Parcel Analysis

This analysis will be utilized in the preparation of the fiscal sustainability plan.

1. 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.
2. Estimated net assessed values, tax rates, and levies through 2031.
3. Factors other than those explicitly noted by Baker Tilly will be held constant from the 2025 benchmark (2025 assessed values, tax rates, and levies; taxes payable 2026 assessed value information will be incorporated, to the extent it is available from the Department of Local Government Finance).

N. Annual Tax Increment Finance (TIF) Services

1. As Requested, Calculate Base Value Adjustments (Neutralization) for Changing Tax Rates, 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 tax increment allocation area (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 and for the county officials to provide information in a timely manner to be able to meet state deadlines. 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.

   e) Assist the Client with requirements set forth under IC 6-1.1-2-11 to adjust the base assessed value of each allocation area to neutralize the effect of the changing tax rates resulting year to year from the homestead deductions under IC 6-1.1-12-37(c)(2), IC 6-1.1-12-37.5(c) and the deduction for eligible property under IC 6-1.1-12-47.

2. As Requested, Assist with the Annual Reporting and Meeting Requirements for the Commission

   a) Assist the Commission in completing the annual reporting requirements on the activities of the Commission, includes various information for each TIF Area for the previous year to be filed with the Client's Fiscal body, Executive and Department of Local Government Finance by April 15 each year under IC 36-7-14-13.

   b) Assist the Commission 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 if requested.

3. As Requested, Provide Excess Assessed Value Notification Assistance

   a) Assist the Commission 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) If needed, 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, if necessary.

c) If needed, 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 Commission of any anticipated shortfalls or significant surplus, if necessary.

d) Assist with the preparation of any required supporting documentation for the Captured Assessed Value Determination Resolution(s), if necessary.

4. As Requested, 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 Commission representatives:

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

(2) Investigate, 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 Commission 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 Commission) that accounts for debt and non-debt expenditures of the Commission.

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

i) If requested, present the Report at a meeting of the Commission. 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.

5. 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) If requested, 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.

A. Periodic Services – Performed on an "As Requested" Basis

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 Area and incorporate parcel splits and combinations.

   c) Suggest corrections to the TIF database, as needed.

2. Assist with the Creation of New TIF Allocation Area

   a) As needed, 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.

   b) As needed, provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed TIF Area, if needed.

   c) 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.

   d) If needed, virtually or personally meet with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation of the proposed TIF Area, as needed.

   e) At the request of the Client, attend meetings and required public hearings to explain the impact of the creation of the proposed TIF Area and to address any questions.

3. Assist with the Creation of New Residential TIF Allocation Area

   a) Preliminary Planning and Development Services

      Financial Analysis

      (1) Obtain estimates of the proposed real property investment from the developer or representatives of the developer for the purpose of estimating the amount of tax increment revenues to be generated from the proposed development and the impact of the establishment of the proposed Residential TIF Area on the overlapping taxing units, including illustrative State Basic Grant funding to the affected school corporation(s).

      (2) If requested, prepare analyses of different development/financing scenarios.

      (3) At the request of the Client, attend one public meeting to discuss the analysis.

   b) As needed, work with the Client and its advisors to analyze the boundaries of the proposed Residential TIF Area and potential assessed value impacts of proposed new construction/demolition projects within the proposed Residential TIF Area.

   c) As needed, provide information required by the Client's attorney for preparing resolutions and other legal documents required to establish the proposed Residential TIF Area, if needed.

   d) Prepare, on behalf of the Client, an analysis and a statement disclosing the impact of the proposed

Residential TIF Area upon the overlapping taxing units (the Impact Statement) and facilitate the delivery of the Impact Statement to the overlapping taxing units.

e) If needed, virtually or personally meet with representatives of the overlapping taxing units to discuss questions, comments or concerns related to the creation of the proposed Residential TIF Area, as needed.

f) At the request of the Client, attend meetings and required public hearings to explain the impact of the creation of the proposed Residential TIF Area and to address any questions.

BTMA agrees to furnish and perform the following services.

1. Economic Development Project Evaluation and Preliminary Feasibility

   a) In connection with a proposed economic development project or prospect (the Project), discuss with Client (or Client representative) the proposed Project; potential incentives and/or related infrastructure needs; the use of tax increment financing (TIF), tax abatement and other sources of revenue and funding; preliminary financing options and feasibility analyses; timing and investment information needed for analysis; other issues and considerations.

   b) Prepare an estimate of real and depreciable personal property assessed value for the proposed development based on investment information provided by the company, the developer or its representatives. Prepare schedules of real and depreciable personal property tax abatement reductions, if applicable.

   c) Prepare a preliminary tax increment feasibility analysis to estimate the incremental property tax revenues that might be created by the Project and provide an estimate of the amount of bonds such revenues might support and potential incentive value. Discuss bond options and security needed to market bonds if applicable.

   d) Review developer-prepared tax increment projections and bonding capacity analysis, and provide written feedback to the Client, if applicable.

   e) Prepare financing feasibility analysis based upon a proposed split of tax increment between a developer and the Client, if applicable.

   f) Prepare a preliminary analysis utilizing both new and existing tax increment considering any outstanding obligations payable from the existing TIF, and additional or leveraged funding such as grants, developer contributions or concessions and other sources of funds, and provide additional incentive options. Research new sources of potential revenue, if applicable.

   g) Discuss preliminary financing feasibility with Client and company representatives and advisors. Attend meetings and participate in conference calls as requested.

If requested by the Client, prepare additional financing feasibility analyses and options as discussions and negotiations evolve.

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 the Scope Appendix will be Four Thousand Four Hundred Dollars ($4,900) per month based on calendar year 2026 hours of 200.

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

Paige E. Sansone

Paige E. Sansone, 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: Council President

Date: 2/23/24