



Dave Yost • Auditor of State

MODIFICATION AGREEMENT

This Agreement between **Auditor of State Dave Yost** (Auditor), _____
_____ **County** (Public Office), and _____ an
independent public accountant (IPA), modifies an existing agreement between these parties as identified in
SECTION I below and incorporated herein by reference. These parties agree to abide by all terms and conditions of
the original agreement, except as specifically identified in Section II below, and that **no remuneration will be
granted in relation to work performed under this modification prior to the execution of this Agreement by all
parties.**

SECTION I – ORIGINAL CONTRACT INFORMATION

Public Office Name on RFP _____
Original Contract Period _____
Date RFP was issued _____ Date MOA Executed _____
Public Office Contact _____ E-mail _____
IPA Contact _____ E-mail _____

SECTION II – MODIFICATION INFORMATION

Modifications are only appropriate for engagement services that were not known at the time of the original proposal and could not have reasonably been anticipated by the parties during the bid process. The hourly rate for modified services should not exceed the hourly rate originally proposed by the IPA firm. If multiple engagement periods are involved with this modification, contact the regional representative noted in the RFP for further instructions.

Fiscal Period(s) Impacted by this Modification: From _____ To _____

Category (check all that apply):

_____ Change in Accounting or Auditing Standards _____ Change in Laws or Regulations
_____ Change in Scope _____ Change in IPA Report Due Date _____ Other: _____

NOTE: If the Modification is the result of a Change in Scope from a full audit to an AUP, a breakdown of budgeted hours for the AUP engagement is required to be submitted with the Modification Agreement for approval. The Breakdown of Budgeted Hours form in Appendix A must be completed for AUP engagements.

Detailed Explanation for Modification (include any additional reports required):

SECTION II – MODIFICATION INFORMATION (Continued)

<u>Impact on Cost:</u>	<u>HOURS</u>	<u>RATE</u>	<u>COST</u>	<u>Subcontractor Cost Impact</u>
Original Contract for Impacted Period	_____	_____	_____	_____
Previous Modification dated: _____	_____	_____	_____	_____
Previous Modification dated: _____	_____	_____	_____	_____
Current Modification for Impacted Period	_____	_____	_____	_____
New Contract Total for Impacted Period	_____	_____	_____	_____

SECTION III – RECITALS/APPROVAL

Due to the need for a contract modification, as stated in SECTION II above, the parties with intent to be legally bound agree as follows:

1. IPA shall, in the performance of its engagements related to the Public Office for the fiscal period(s) set forth in the original Contract, previous Modification Agreements, and in this Agreement, perform all engagement work as set forth in the original Memorandum of Agreement, previous Modifications Agreements and in this Agreement;
2. In consideration of the modification to the engagement work documented herein, the Public Office shall make payment to the IPA as set forth in the original Memorandum of Agreement, as modified in SECTION II of this agreement above;
3. The performance of the engagement work provided for in this Agreement, and all related payments provided for herein, shall in all respects be subject to the terms and conditions set forth in the original Contract;
4. Should this modification cause the total hours of the contract to exceed the threshold established for use of a MBE/EDGE subcontractor, the IPA shall follow all minority participation and other relevant requirements of the original contract. If applicable, the required MBE/EDGE subcontractor with respect to this Agreement will be:

Subcontractor: _____
 Address: _____

5. Should this modification involve the use of other subcontractors, the IPA shall follow all relevant requirements of the original contract. If applicable, the other subcontractor with respect to this Agreement will be:

Subcontractor: _____
 Address: _____

In the event of any conflict or inconsistency between the provisions of this Agreement and the parties' prior contract, the provisions of this Agreement shall control in all respects.

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Date

Legislative Authority or Designee for **Date**

Auditor of State **Date**

APPENDIX A

AGREED-UPON PROCEDURES
BREAKDOWN OF BUDGETED HOURS

	<u>Budgeted Hours</u>
Planning Information	_____
Cash and Investments	_____
Charges for Services	_____
Income Tax	_____
Property Tax, Intergovernmental & Other Confirmable Receipts	_____
Other cash receipts	_____
Non-payroll Expenditures	_____
Payroll Expenditures	_____
Debt Service	_____
Compliance	_____
Other Entity Specific Procedures	_____
Final Report	_____
Supervision and administration	_____
Total Hours	=====