



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
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www.bullittschools.org

MEMO

TO: Jesse Bacon, Superintendent *JB*
FROM: Lisa Lewis, Director of Finance *Lewis*
DATE: July 3, 2018
RE: Engagement Letter-Berens-Tate Consulting Group

Attached is the engagement letter with Berens-Tate Consulting Group. In 2013 bonds were sold for \$26,815,000. Anytime bonds exceed \$15,000,000, a rebate analysis must be completed the sooner of bond proceeds being spent or each fifth bond year-end for each tax-exempt bond/debit. Berens-Tate Consulting Group provides the rebate analysis for bonds. A Summary Report, Arbitrage Rebate Report, and IRS Form 8038-T (if required) will be prepared by Berens-Tate Consulting Group. The cost for this service will not exceed \$4,000. Joe Mills with Buckman and Farris has reviewed

BERENS-TATE CONSULTING GROUP
SPECIALIZING IN TAX-EXEMPT BOND SERVICES

June 12, 2018

Ms. Lisa Lewis
Bullitt County School District
1040 Highway 44 East
Shepherdsville, KY 40165

Dear Ms. Lewis:

Thank you for the opportunity to provide arbitrage rebate services to Bullitt County School District ("District"). This letter outlines my understanding of the services to be provided.

SCOPE

We will provide arbitrage rebate consulting services for the District's tax-exempt debt. This will include analyzing the District's bond issues to determine if they are subject to rebate, completing the appropriate calculations and reports, and keeping the District informed on changes in the related Regulations. We assume these bonds will be fixed rate issues containing Project, Capitalized Interest, or Cost of Issuance Funds.

PROCEDURES

We will perform the following procedures:

- Review of bond documentation (official statement, arbitrage certificate, investment information, IRS Form 8038-G, etc.).
- Determine the bond yield.
- Compute the rebate amount (based upon the net future value of the non-purpose investments or the "cash flow method").
- Work closely with bond counsel to resolve any questions which may arise.
- Monitor the temporary periods and review the fund operation for each bond issue.

REPORTS

We will prepare the following reports:

- Summary report - describes procedures performed and the amount of any rebate owed.
- Arbitrage rebate report - includes details of all transactions, sources of information, assumptions, as well as the calculation.
- IRS Form 8038-T - prepare the proper IRS Form if any rebate is owed and paid at this time.

DISTRICT'S RESPONSIBILITIES

The District is responsible for providing the Consulting Group with the documentation necessary to complete the calculation. This would include bond documentation (official statement, arbitrage certificate, 8038-G, etc.), as well as expenditure and investment information (investment summary, disposition of bond proceeds, etc.). In determining the rebate amount for the Bonds, we will rely on the information provided by you without independent verification. We will retain copies of the records you have supplied us, along with our work papers for your engagement. However, our work papers and files are not a substitute for the original records of the District.

FEES

Arbitrage rebate calculations can be completed the sooner of bond proceeds being spent or each fifth bond year-end for each tax-exempt bond/debt. We estimate our fees for each arbitrage rebate calculation will be \$3,000 - \$3,500, plus actual out-of-pocket expenses (delivery charges, etc.). Fees will be due within 30 days of completion of the project. This arrangement is cancelable within thirty days written notice of either the District or the Consulting Group. While we do not anticipate any problems, if unexpected problems arise which are beyond the scope of our work and would affect our fee quote we would discuss these with you and obtain the necessary authorization from you before performing any additional procedures.

We look forward to working with the Bullitt County School District and appreciate this opportunity to serve you.

Sincerely,

BERENS-TATE CONSULTING GROUP



Chris D. Berens

If you agree with the services outlined in this letter, please sign in the space provided below and return a copy to me.

Accepted by: _____ *Superintendent*

Date: _____

