

JUAQUIN "JAKE" SANCHEZ

Certified Public Accountant

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April 27, 2017

Aliza F. Oliveros
Head Start Director
Webb County Commissioner's Head Start
5904 West Drive Units, 6 & 7
Laredo, TX 78041-6047

I am pleased to confirm my understanding of the nature and limitations of the services I am to provide for Webb County Commissioner's Head Start (WCCHS).

I will apply the agreed-upon procedures, which WCCHS has specified in the FY 2016 Fiscal Protocol of the Office of Head Start Monitoring System for self-assessment purposes *The FY2017 Protocol issuance is being delayed to allow the grantees a learning curve period for the new Head Start Performance Standards and Fiscal Regulations*

This engagement is solely to assist WCCHS in Self Assessment Engagement. My engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, I will make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, I am unable to complete the procedures, I will describe any restrictions on the performance of the procedures in my report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures in the FY 2016 Fiscal Protocol do not constitute an examination, I will not express an opinion on the Self Assessment Engagement. In addition, I have no obligation to perform any procedures beyond those listed in the FY 2016 Fiscal Protocol.

At the conclusion of the monitoring visit, I will submit a summary report on the outcome of the monitoring for each section of the Protocol. I plan to begin my procedures on approximately May 16, 2017 and, unless unforeseeable problems are encountered, the engagement should be completed by May 18, 2017.

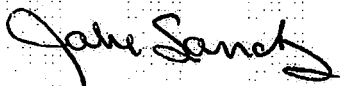
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The fees for these services will be \$4,788, itemized as follows:

Three day review	\$3,600
Of-site Planning	840
Hotel 3 days @ \$85	273
Per Diem 3 days @ \$51	153
Mileage	162

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. The invoice for this engagement will not be itemized.

I appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me. If the need for additional services arises, my agreement with you will need to be revised. It is customary for me to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, I will require that they acknowledge in writing their responsibility for the sufficiency of the procedures.



Juaquin "Jake" Sanchez
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding Webb County Commissioner's Head Start

By: _____

Title: _____

Date: _____