

# Salt Lake County Council Agenda Item Request Form

5.2

<b>Date Received</b> (office use)	
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<b>Date of Request</b>	11/16/17
<b>Requesting Council Members</b>	Wilson / Granado
<b>Requested Meeting Date</b>	11/21/17
<b>Topic/Discussion Title</b>	Council Contribution of 4k to Girls on the run
<b>Description</b>	
<b>Requested Action<sup>1</sup></b>	Consent
<b>Presenter(s)</b>	—
<b>Time Needed<sup>2</sup></b>	—
<b>Time Sensitive<sup>3</sup></b>	—
<b>Specific Time(s)<sup>4</sup></b>	—
<b>Contact Name &amp; Phone</b>	Weston / Leslie
Please attach the documentation you plan to provide for the packets. Deadline for documentation is 10 am the Friday morning prior to the COW agenda your item is on. Items without documentation may be moved forward to another.	<b>If you plan on a PowerPoint presentation contact Amber Liechty at x87469 or <a href="mailto:aliechty@slco.org">aliechty@slco.org</a> by 4pm the Monday prior to the COW meeting your item is scheduled.</b>

<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes or less unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.



## APPLICATION FOR CONTRIBUTION

NAME OF ORGANIZATION: Girls on the Run Utah  
ADDRESS: PO Box 58337  
CITY: SLC STATE: UT ZIP CODE: 84158  
CONTACT PERSON: Heidi Moreton PHONE NUMBER: 801-943-5589 EMAIL: Heidi@girlsontherunutah.org

### ORGANIZATION OVERVIEW (which could include mission, history, and demographics served):

TYPE OF REQUEST: Money ☒ In-Kind ☐

Have you previously requested money from SLCo? ☒ yes

If yes, when and how much (previous three years)? \_\_\_\_\_

What is the amount of your request? \$4,000

The amount you are requesting is 0.00% of your annual agency budget.

What is the purpose of the money you are requesting?:

### PLEASE ATTACH:

- ☐ Copy of 501(c)(3)  
☐ Copy of independent audit. If you do not have one, please enclose a copy of current financial statements.

You will be expected to report to the Salt Lake County Mayor on how the money was used and the success of the project.

The undersigned hereby acknowledges that he or she has authority to bind the organization listed in the application. The applicant accepts the following terms and conditions as a condition of receiving and using County funds or the waiver of fees: County funds will be used solely for the purposes approved by the Mayor of Salt Lake County as applied for in this application. Any expenditure for purposes other than those approved will require a return of the entire grant amount and may disqualify the grantee from receiving any additional County funds. It is further understood that no grant fund will be made available to any County officer or employee or in violation of the requirements of the Public Employees Ethics Act (67-16-1 et seq.). No grant funds will be used for political or campaign purposes. As a further condition of the grant, all County funds may be subject to an audit as required by Salt Lake County. The applicant is required to complete the Disbursement of Funds Report Form for contributions more than \$2,500.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Applicant \_\_\_\_\_



**Haynie &  
Company**

**Certified Public Accountants** (a professional corporation)

50 West Broadway, Suite 600 Salt Lake City, UT 84101 (801) 532-7800 Fax (801) 328-4461

November 2, 2016

Board of Directors  
Girls on the Run Salt Lake County  
Salt Lake City, UT 84103

Attention: Board of Directors

**The Objective and Scope of the Engagement**

You have requested that we prepare the financial statements of Girls on the Run Salt Lake County which comprise the statement of financial position as of June 30, 2016 and the related statement of activities for the year ended, and perform a compilation engagement with respect to those financial statements. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

**Our Responsibilities**

The objective of our engagement is to:

1. Prepare financial statements in accordance with the income tax basis method of accounting based on information provided by you; and
2. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the income tax basis method of accounting.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Our services under this arrangement letter do not include services for tax return preparation, tax advice or representation in any tax matter. Nevertheless, we may discuss with you certain tax considerations or provide you with tax information that

**Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the Company's books and records. The Company will determine that all such data, if necessary, will be so reflected. Accordingly, the Company will not expect us to maintain copies of such records in our possession.

If, in connection with our compilation, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, computing the provision for income taxes, drafting the financial statements, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

**Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In addition, we may utilize financial information you have provided to us in connection with this engagement for purposes of creating benchmarking data to be used by Haynie & Company professionals and other clients. This benchmarking data is aggregated with data from a minimum of five other entities so that users of the data are unable to associate the data with any single entity in the database.

**Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Company personnel
2. Timely responses to our inquiries
3. Timely completion and delivery of client assistance requests
4. Timely communication of all significant accounting and financial reporting matters
5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase.

In the event we are requested or authorized by the Company or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Company, the

Confirmed on behalf of Girls on the Run Salt Lake County:



Heidi Moreton

11/10/2016

Date