Tuesday, April 8, 2025

Sullivan, Powers & Co., P.C.

P.O. Box 947

Montpelier, VT 05601

REQUEST FOR ENGAGEMENT LETTER

AUDIT OF FINANCIAL STATEMENTS

Dear Mr. Duplesis,

The Grafton Selectboard is requesting an engagement letter from Sullivan, Powers, & Co., P.C. for the auditing of the general-purpose Financial Statements for the Town of Grafton for the fiscal year ending June 30, 2025, in accordance with generally accepted accounting principles. Proposals must reflect a maximum cost to complete the audit by December 1, 2025.

Due to the flooding of July 2023, we will also need to complete a single audit. Please include this in your engagement letter.

Kindly return a letter at your earliest convenience.

If you have any questions, please don’t hesitate to contact me!

Best regards,

Morgan Wilbur

Town Administrator

[townadmin@graftonvt.org](mailto:townadmin@graftonvt.org)