FLORIDA COURTS E-FILING AUTHORITY

Proposal for Audit Services



Presented by

Lanigan & Associates, P.C.
Certified Public Accountants & Management Consultants
2630 Centennial Place
Tallahassee, FL 32308

March 31, 2023

Contact: John Keillor, CPA
jkeillor@laniganpa.com
(850) 893-8418

Proposal for Audit Services

TABLE OF CONTENTS

Page No.

Cover Letter 2

Firm Overview 3

Our Engagement Team Qualifications 6

Statement of Auditor's Independence 16

Scope of Services
- Financial Statement Audit Engagements 17
- System and Organization Control Engagements (SOC) 17

Firm Experience
- Financial Statement Audit Engagements 18
- System and Organization Control and Other IT Related Engagements 20

Our Approach
- Financial Statement Audits 21
- System and Organization Control (SOC) Engagements 23

Information Technology 25

Quality Control and Peer Review 26

Appendix

A – Peer Review Report 28

B – Client References 31

C – Proof of Insurance Coverage 33

D – Fee Proposal 36

LANIGAN & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
www.lanigancpa.com

Please reply to:
Tallahassee

314 Gordon Avenue
Thomasville, GA 31792
(229) 226-8320
(229) 226-0038 Fax

Bernard Lanigan (1918-1982)
Bernard Lanigan, Jr., CPA
Frank J. Mercer, CPA, CFP
C. Bradford Jackson, CPA, CFA
D. Mark Fletcher, CPA, CFE
G. Thomas Harrison, Jr., CPA, CFP
John W. Keillor, CPA , CIA
Michael O. Sills, Jr., CPA, CFE
Robert M. Milberg, CPA (of Counsel)

2630 Centennial Place, Suite 1
Tallahassee, FL 32308
(850) 893-8418
(850) 893-9745 Fax

3353 Peachtree Road, NE
North Tower, Suite 545
Atlanta, GA 30326
(404) 848-7221
(404) 442-2728 Fax

March 31, 2023

Ms. Lane Williams
Florida Courts E-Filing Authority
3544 Maclay Blvd.
Tallahassee, FL 32312

Re: Cover Letter - Proposal to Provide Professional Services

Dear Ms. Williams:

We are pleased to present our proposal to provide professional services to the Florida Courts E-Filing Authority. We believe our audit approach and the credentials within our teams' resumes will demonstrate our qualifications, competence, and capacity to perform the audit services requested in the time frame required by the Authority.

With the past experience obtained as your auditor on this engagement, we have an in depth understanding of the operations of this entity. You will not need to "train our staff" because there is no other firm that knows and understands your organization like we do. We are fully capable and committed to providing quality, convenient, and efficient services at competitive fees.

This proposal is a firm and irrevocable offer for a period of 90 days. As a Partner listed on this proposal, I am authorized to make representations for and to bind our firm. Should you have any questions or require additional information, I encourage you to contact me via telephone at (850) 298-6682 or email at jkeillor@lanigancpa.com.

I am confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We would welcome this opportunity to differentiate our Firm from our competition and further discuss our approach in providing quality service.

Sincerely,

John Keillor

John Keillor, CPA

Proposal for Audit Services

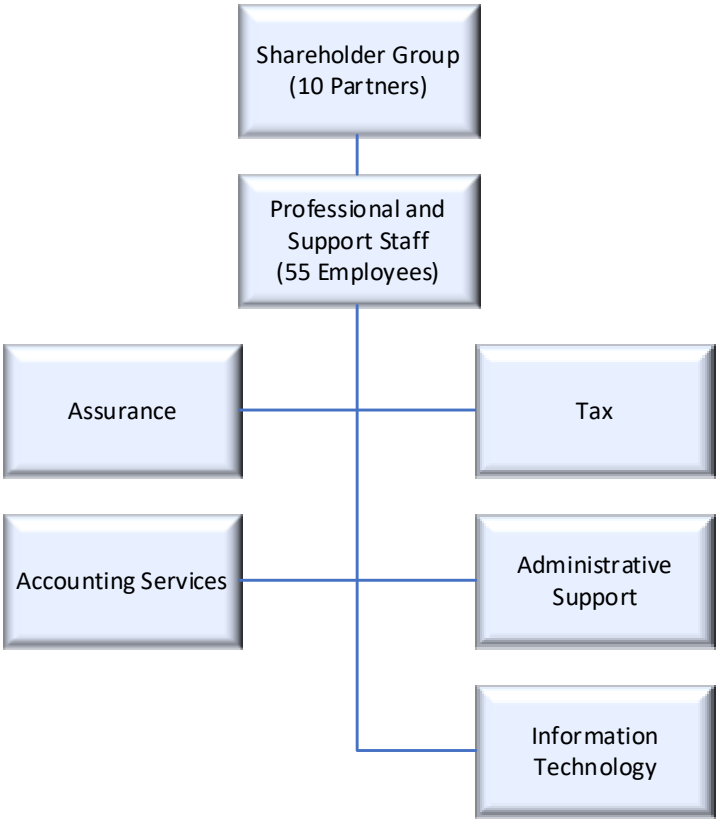
FIRM OVERVIEW

Firm Profile

Lanigan & Associates, P.C. was established in 1973 by Bernard Lanigan. Our firm has achieved a reputation for high quality auditing, accounting, tax and consulting services to clients throughout the southeast. Our knowledge of the business environment in which our clients operate enables us to thoroughly understand each client's needs and to tailor our services to meet their expectations.

Our firm has licensed offices in Tallahassee, Thomasville and Atlanta. Each office provides a full range of services, including accounting, audit, tax, investment management, estate planning, employee benefit plan administration, and consulting and advisory services. The firm specializes in servicing closely held businesses, professional service organizations, government agencies, and tax-exempt entities.

Lanigan & Associates, P.C. has seven (10) partners and forty-two (55) professionals and support staff who have extensive experience in providing quality services to a variety of clients. Through a close, professional relationship with a diverse client base, our firm has gained a wealth of experience in helping organizations like the Authority reach their goals and objectives. Our firm structure along with the number of employees assigned to each function is presented below in the organizational chart.



Firm Profile (Continued)

The firm's organizational structure is designed to provide maximum flexibility and efficiency, while encouraging growth and development from within. Each engagement, regardless of size, is assigned a minimum of two partners and a manager. Specific objectives and complexities dictate the number of additional staff assigned to the engagement team.

We are committed to providing expert service to our clients. All of our team members attend timely continuing education that provides them with the knowledge and resources to continually exceed clients' expectations and meet the ever-changing demands of the marketplace.

Member of the American Institute of Certified Public Accountants' Private Companies Practice Section.

Control over the quality of our service is of paramount importance to us. To ensure our standards of working excellence, we are a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants. This membership requires triennial peer review of the firm's quality control system. Our commitment to excellence is evident in the unmodified opinions we have always received from our peers, the most recent of which was issued in 2020 (**See Appendix A**).

Member of the American Institute of Certified Public Accountants' Government (Not-For-Profit) Quality Center.

Our firm is a member of the American Institute of Certified Public Accountants' Governmental Quality Center (AICPA-GAQC). This is a firm-based, voluntary membership center designed to promote the importance of quality governmental/not-for-profit engagements and the value of such engagements to clients of governmental/not-for-profit services and certain other entities.

Customer Service Philosophy

We take great pride in our hands-on, service oriented business philosophy, a function of quality controls and processes, superior talent and a passionate responsiveness to your needs. Our results-oriented approach is structured to help you achieve your goals and objectives in addition to strengthening your management systems and processes. L&A has several attributes that are critical to executing our role of providing the necessary assurance to our clients:

- **We have the right mix of firm size, diversity of practice and expertise.**

  Our firm is large enough to have the resources available to take on new complex engagements. However, we have not grown so large that our team has lost our personal touch and relationship driven process. Our firm has made a concerted effort to organically grow our client base through a methodical selection process. This enables us to only select engagements where we can add value to our clients above and beyond our fees. Strictly adhering to this philosophy throughout the last 40 years has allowed our firm to develop niche practice groups. These practice groups have accumulated a wealth of diverse expertise that allows us to add value and "go beyond recording history." We feel this separates our firm from the typical regional CPA firm.

Customer Service Philosophy (Continued)

- **We demand excellence in the services we provide.**

  Independence, integrity and professional competence are the cornerstones of our approach to doing business. We have developed an excellent reputation in the southeast due to the quality of the services we offer and the satisfaction of our clients.

- **We sincerely care about the clients we serve.**

  We care about our clients and want to see them succeed. We are collaborators who believe working together towards our clients' success is a privilege. Not only is it a privilege, it's our stated purpose. Should we be retained as your accountants and advisors, you will quickly see that we will provide value beyond accounting.

- **Information is useful only if it is timely.**

  We understand the need to produce timely reports to meet the needs of the Organization.

- **We take every opportunity to add value to our clients.**

  We recognize the importance of accurate and meaningful financial statements. However, we strive to provide proactive services and information which can assist you in planning and decision making. We are business people, not bean counters.

- **We are effective and efficient with the services we provide.**

  We're different because we have the resources to provide a wide array of services, but we are not burdened with the cost structure or bureaucracy of the large national firms. These factors translate into world-class service at rates that are commensurate with the local market.

- **We believe in communication.**

  We regard open lines of communication among all members of the engagement team and the client as imperative to the successful performance of our job. You will have continuous access to us and our resources.

- **We use and share the latest technology.**

  We take pride in our commitment to train both our staff and our clients in the effective use of information technology. We use technology in every aspect of our work and seek out best practices to facilitate greater efficiencies.

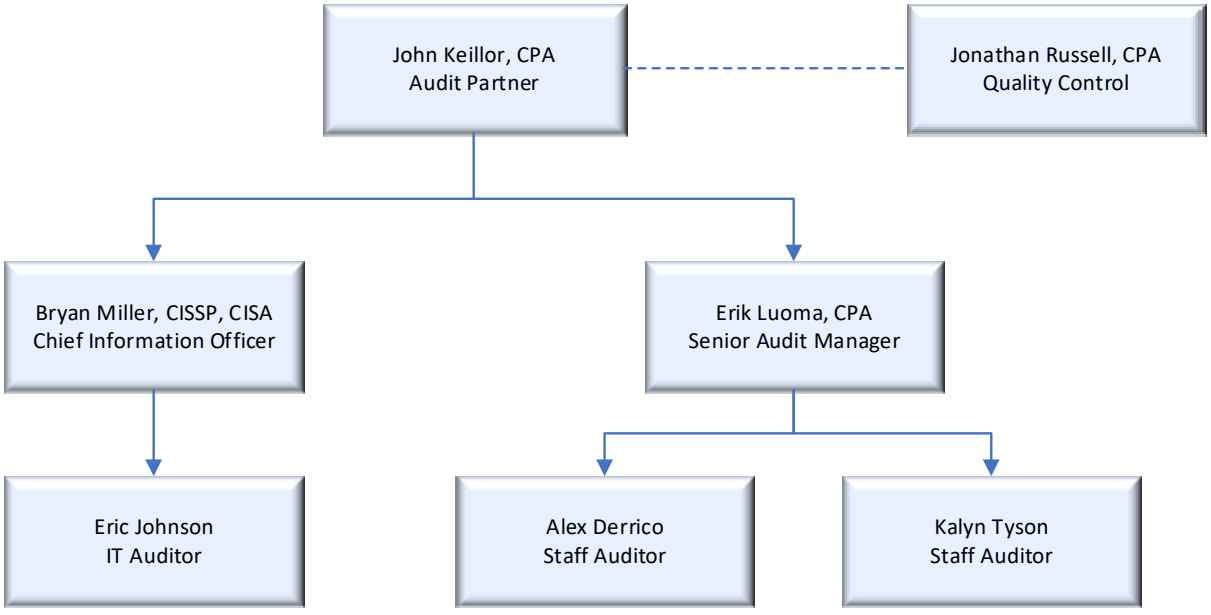
OUR ENGAGEMENT TEAM QUALIFICATIONS (STAFFING)

Successful engagement performance requires a strong functional organization. Our basic approach to selecting an engagement team is based on the need for close coordination, carefully defined responsibilities and lines of communication and constant quality control throughout all phases of the engagement. These objectives can only be accomplished using a strong engagement team with effective management and control features.

The team assigned to perform our audit is composed of highly trained professionals with extensive experience in audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the Authority's on-going operations.

Our firm is structured to be able to continuously provide the Authority with the most qualified, experienced professionals for your engagement. None of the team members have had complaints against them by the state board of accountancy or other regulatory authority. Furthermore, no corrective actions have been taken by the firm with respect to these people.

The work performed on this engagement would be performed from our Tallahassee office. Your engagement team would include an engagement partner, quality control partner, audit managers, senior auditor, staff auditors and paraprofessionals. Your engagement team would be structured as follows for the engagements included in this proposal:



OUR ENGAGEMENT TEAM QUALIFICATIONS (STAFFING) - CONTINUED

In the table below, we list each team member and the associated engagement they will participate in.

Proposed Personnel	E-File Authority Financial Statement Audit	E-File Authority SSAE 18 Engagement
John Keillor, CPA	X	X
Jonathan Russell, CPA	X	
Bryan Miller, CISSP, CISA		X
Erik Luoma, CPA	X	
Alex Derrico	X	X
Kalyn Tyson	X	
Eric Johnson		X

Complete resumes of our team members can be found on the next several pages that follow.

John W. Keillor, CPA
Audit Partner

Office Phone:850-298-6682
Fax Number: 850-893-9745
jkeillor@lanigancpa.com

Summary of Experience

John has 22 years of professional experience in accounting and auditing. He works with a variety of clients ranging from not-for-profit to commercial entities. He has a specific interest and dedication in not-for-profit accounting and auditing. He possesses an excellent understanding of internal control structures, compliance with grants, laws, federal guidelines, financial reporting, and cost allocation. He is has over 15 years of performing SOC audits for service providers.

He is a lecturer on accounting, auditing, fraud and other related topics. John chair's the firm's audit committee.

Education

- B.S. in Accounting, Florida State University
- Certified Public Accountant (CPA) – registered and licensed in Florida
- Bi-annually obtains more than 80 hours of Continuing Professional Education. These hours are devoted towards education in the areas of auditing and financial reporting.

Professional Affiliations and Community Involvement

- Florida Institute of Certified Public Accountants (FICPA)
- American Institute of Certified Public Accountants (AICPA)
- Institute of Internal Auditors (IIA)
- Community Human Service Partnership (CHSP), Team Member
- Leadership Tallahassee, Class 29

Not-for-Profit/Governmental Clients Served (sample list)*

- Madison County, Florida
- Florida Local Government Investment Trust
- Thomas University
- Florida Association of Court Clerks
- City of Bainbridge, Georgia
- Tall Timbers Research and Foundation
- Florida Clerks of Courts Operation Corporation
- Florida Beverage Association
- Fish & Wildlife Foundation of Florida
- Gulf County, Florida
- Florida Courts E-file Authority
- Thomas County, Georgia
- City of Thomasville, Georgia **
- Association for Institutional Research
- Goodwill Industries of the Big Bend
- Thomasville Payroll Development Authority
- Capital Area Community Action Agency
- The Henry & Rilla White Youth Foundation
- Town of Greensboro, Florida

** Our firm performs many other not-for-profit/governmental audits. We also perform numerous audits of commercial entities.*

*** Assisted client is preparation of CAFR that received the prestigious Certificate of Achievement of Excellence in Financial Reporting.*

John W. Keillor, CPA, CIA (Continued)

Lead Engagement Partner

Office Phone:850-298-6682
Fax Number: 850-893-9745
jkeillor@lanigancpa.com

SOC Audits (SSAE 18) and IT Clients Served

- FBMC Benefits Management (SOC 1 – Type II)
- Total Captive Solutions (SOC 1 – Type II)
- Funeral Services Inc (SOC 1 – Type II)
- MyFloridaCounty.com (SOC 1 – Type II)
- Network Technology Solutions (SOC 2 – Type II)
- Florida Courts E-File Authority (SOC 1 – Type II)
- City of Thomasville, Georgia (IT Security Assessment)
- Scotch-Gulf Lumber Company (IT Security Assessment)
- Thomas University (IT Security Assessment)
- TR Miller Mill (IT Security Assessment)
- Municipal Code Corporation (IT Security Assessment)
- FCCC - CLERC System (SOC 1 – Type II)
- MyPaymentPortal (SOC 1 – Type II)

Florida License Number: **AC35539**

Bryan Miller, CISSP, CISA
Chief Information Officer
Office Phone: 850-893-8418
Fax Number: 850-893-9745
bmiller@lanigancpa.com

Summary of Experience

Bryan oversees the Information Technology Department at Lanigan & Associates, PC. He has over 20 years of experience in risk assessment, IT assurance and cybersecurity consulting. He is responsible for planning and supervising the firm's IT related engagements. Bryan has developed a niche in the field of cybersecurity including performing lectures and presentations on the topic.

Skills

- SSAE18 (SOC) reporting
- IT Risk Assessment
- Cybersecurity Consulting
- IT Governance
- Disaster Recovery and Business Continuity
- Process Improvement and Best Practices
- Infrastructure and Network Operations Management
- Security Awareness Training
- Threat and Vulnerability Management

Certifications

- **ISC²**
  - Certified Information Systems Security Professional (CISSP)
- **ISACA**
  - Certified Information Systems Auditor (CISA)
  - Certified Information Systems Manager (CISM)
  - Certified Data Privacy Solutions Engineer (CDPSE)
- **GIAC**
  - Security Operations Certified (GSOC)
  - Python Coder (GPYC)
  - Certified Incident Handler (GCIH)
  - Security Essentials (GSEC)
  - Information Security Fundamentals (GISF)
  - Foundational Cybersecurity Technologies (GFACT)
  - GIAC Advisory Board

Professional Affiliations

- Information Systems Audit and Control Association (ISACA)
- International Information System Security Certification Consortium (ISC2)
- InfraGard National Members Alliance
- Florida Institute of Certified Public Accountants (FICPA)
- American Institute of Certified Public Accountants (AICPA)

Bryan Miller (Continued)

Chief Information Officer

Office Phone: 850-893-8418
Fax Number: 850-893-9745
bmiller@lanigancpa.com

SOC (SSAE 18) and IT Clients Served -Sample List

- Network Technology Solutions (SOC 2 – Type II)
- MyFloridaCounty.com (SOC 1 – Type II)
- Total Captive Solutions (SOC 1 – Type II)
- Florida Courts E-File Authority (SOC 1 – Type II)
- FBMC Benefits Management (SOC 1/SOC 2)
- Funeral Services Inc. (SOC 1 – Type II)
- MyPaymentPortal (SOC 1)
- FCCC CLERC System (SOC 1 – Type II)
- Thomas University (IT Security Assessment)
- City of Thomasville, Georgia (IT Security Assessment)
- Ag Pro Companies – (IT Security Assessment)

Jonathan Russell, CPA
Senior Audit Manager
Office Phone:850-298-6767
Fax Number: 850-893-9745
jrussell@lanigancpa.com

Summary of Experience

Jonathan started his career with TJS Deemer Dana in their Atlanta Office. Jonathan has a total of 12 years of public accounting experience with a strong emphasis in auditing higher education and not-for-profit entities. He has a strong background in internal controls and compliance with grants and other applicable accounting laws and regulations.

Public Speaking - Jonathan was an instructor with SFA Seminars for three years during his time at TJS Deemer Dana. The SFA Seminar focused on educating and training other auditors on Student Financial Assistance grants which are subject to Single Audit. The SFA Seminars is recognized by NASBA and is qualified for yellow book continuing professional education hours for CPAs.

Published – Jonathan's article, "Riding the Wave of Change in Lease Accounting, Without Getting Wet", was published in *The Georgia Engineer*, April/May 2011 edition.

Education

- B.S. in Accounting and Finance, Florida State University
- Master of Accounting, Florida State University
- Certified Public Accountant – registered and licensed in Georgia
- Bi-annually obtains more than 80 hours of Continuing Professional Education. These hours are devoted towards education in the areas of Government Audit Standards

Professional Affiliations and Community Involvement

- Georgia Society of Certified Public Accountants (GSCPA)
- American Institute of Certified Public Accountants (AICPA)

Government/Not-for-Profit Experience ***

- Madison County, Florida
- Florida Local Government Investment Trust
- Thomas University
- Florida Association of Court Clerks
- Tall Timbers Research and Foundation
- Fish & Wildlife Foundation of Florida
- Gulf County, Florida
- Florida Courts E-file Authority
- Thomas County, Georgia
- Association for Institutional Research
- Goodwill Industries of the Big Bend
- Thomasville Payroll Development Authority

License Number: AC58991

Erik Luoma, CPA
Senior Audit Manager
Office Phone:850-298-6773
Fax Number: 850-893-9745
eluoma@lanigancpa.com

Summary of Experience

Erik started his career with Ernst & Young in their Atlanta Office. Erik has a total of 15 years of public accounting experience with a strong emphasis in auditing governmental and not-for-profit entities. He has a strong background in internal controls and compliance with grants and other applicable accounting laws and regulations.

Education

- B.S. in Accounting (Magna Cum Laude), Florida State University
- Masters in Accounting, Florida State University
- Certified Public Accountant – registered and licensed in Florida
- Bi-annually obtains more than 80 hours of Continuing Professional Education. These hours are devoted towards education in the areas of Government Audit Standards and Federal Single Audit Requirements.

Professional Affiliations and Community Involvement

- Florida Institute of Certified Public Accountants (FICPA)
- American Institute of Certified Public Accountants (AICPA)
- Florida Society of Association Executives

Government/Not-for-Profit Experience

- Gulf County, Florida
- Florida Local Government Investment Trust
- Thomas University
- Madison County, Florida
- Florida Association of Court Clerks
- Florida Courts E-file Authority
- City of Bainbridge, Georgia
- Tall Timbers Research and Foundation
- Florida Clerks Operation Corporation
- Fish & Wildlife Foundation of Florida
- Florida Beverage Association
- Town of Greensboro, Florida
- Thomas County, Georgia
- Association for Institutional Research
- Goodwill Industries of the Big Bend
- City of Thomasville, Georgia **
- Brookwood School and Foundation
- Thomasville Payroll Development Authority
- Thomasville Downtown Development Authority
- Capital Area Community Action Agency

*** Assisted client is preparation of CAFR that received the prestigious Certificate of Achievement of Excellence in Financial Reporting.*

Florida License Number: AC40556

Alex Derrico
Senior Audit Staff
Office Phone:850-893-8418
aderrico@lanigancpa.com

Summary of Experience
Alex has a total of 3 years of public accounting experience with a strong emphasis in auditing. As Senior Accountant, he provides audit services to a wide range of industries, including special districts, governmental, not-for-profit, and for-profit entities.

Education
- B.S. in Accounting, Florida State University
- Bi-annually obtains more than 80 hours of Continuing Professional Education. These hours are devoted towards education in the areas of Government Audit Standards and Federal Single Audit Requirements.

Government/Not-for-Profit Experience ***
- Thomas County, Georgia
- Florida Local Government Investment Trust
- Thomas University
- Madison County, Florida
- Florida Association of Court Clerks
- Florida Courts E-file Authority
- City of Bainbridge, Georgia
- Tall Timbers Research and Foundation
- Florida Clerks Operation Corporation
- Fish & Wildlife Foundation of Florida
- Town of Greensboro, Florida
- Gulf County, Florida
- Associated Industries of Florida
- Goodwill Industries of the Big Bend
- City of Thomasville, Georgia
- Brookwood School and Foundation
- Thomasville Payroll Development Authority
- Thomasville Downtown Development Authority
- Capital Area Community Action Agency
- Flowers Employee Credit League

**** This is just a select list (cross section) of clients served. He serves many other clients.*

Kalyn Tyson
Audit Staff
Office Phone:850-298-6701
Fax Number: 850-893-9745
ndobson@lanigancpa.com

Summary of Experience
Kalyn has a total of 3 years of public accounting experience with a strong emphasis in auditing. As a Staff Accountant, he provides audit services to a wide range of industries, including special districts, governmental, not-for-profit, and for-profit entities.

Education
- B.S. in Accounting, Florida State University
- Bi-annually obtains more than 80 hours of Continuing Professional Education. These hours are devoted towards education in the areas of Government Audit Standards and Federal Single Audit Requirements.

Government/Not-for-Profit Experience ***
- Madison County, Florida
- Thomas University
- Florida Association of Court Clerks
- Tall Timbers Research and Foundation
- Florida Clerks Operation Corporation
- Fish & Wildlife Foundation of Florida
- Flowers Employee Credit League
- Gulf County, Florida
- Town of Greensboro, Florida
- Thomas County, Georgia
- City of Thomasville, Georgia
- Brookwood School and Foundation
- Thomasville Payroll Development Authority
- Thomasville Downtown Development Authority

**** This is just a select list (cross section) of clients served. She serves many other clients both in the governmental/not-for-profit and commercial industry.*

Commitment to Staff Continuity

We strive to maintain the same team each year so that you do not have to "train the auditor." We understand that the best way to provide the Authority with responsive, quality services is to assign the most qualified individuals to the engagement and maintain continuity of staff on successive engagements. We are committed to maintaining the same staff on engagements year-after-year.

Our Firm takes great pride in not only selecting high quality staff members, but providing them an environment designed for their success and betterment. With that said, all audit management staff and engagement partners have been with our firm for no less than seven years. We believe our history of low staff turnover is an asset we are proud to present to the Authority.

If a situation should arise where there is a key personnel change, we will notify appropriate management as soon as possible. As changes in key personnel cannot always be prevented, it is important that competent replacements are available. Due to our extensive involvement with similar organizations, we have a wealth of professionals available with the requisite industry experience and training to provide you with quality service on an ongoing basis.

Continuing Professional Education

Our firm's team members exceed the biennial 80 hours continuing education requirements of the State Board of Accountancy, the American Institute of Certified Public Accountants, the firm's quality control policies, and the continuing professional education requirements of Governmental Auditing Standards. The continuing education is geared towards learning and applying new accounting pronouncements that affect our clients.

Disciplinary Actions

Our firm has not had any disciplinary actions that have been instituted or proposed against the firm. In addition, we are not aware of any pending disciplinary matters.

STATEMENT OF AUDITOR'S INDEPENDENCE

Based on our review of professional standards, we are not aware of any matters that would be deemed to impair independence. We are also not aware of any possible conflicts with the Organization's key personnel. In the event a conflict arises or if we become aware of a matter affecting our independence, we will notify you of the situation immediately. For purposes of quality control and compliance with professional standards, we will evaluate our independence with the Organization annually.

SCOPE OF SERVICES – FINANCIAL STATEMENT AUDIT ENGAGEMENT

We understand that the Authority requires timely audit services and we are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal. With our experience and expertise, we fully understand the audit requirements, as well as your expectations.

The audit is to be performed based on the Authority's fiscal year cycle of July 1 through June 30, with the first audit beginning for the fiscal year ending June 30, 2023. The audit must be completed and be ready to present to the Board of Directors by December of each year. Appointment of the Auditor by the Authority is for three years with options for two (2) one-year renewals and includes a 90 day cancellation policy by either party. Exercise of the renewal options shall be at the discretion of the Board of Directors.

It is our understanding the scope of services will be the following:

1. Audit the financial statements and submit audit report to the Authority, to include all applicable footnotes.

2. Prepare Internal Control and/or Management letter, to include a statement of audit findings and recommendations affecting the financial statements, internal control structure, accounting procedures, accounting systems, legality of actions, and any instances of non-compliance with laws and regulations and any other material matters.

3. Perform Single Audit, if required in any year.

4. Present a draft of the audit to senior management.

5. Attend board meeting to present the audit results.

The audit will be performed in accordance with generally accepted accounting principles; generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States (if applicable); and Rules of the Auditor General (if applicable).

SCOPE OF SERVICES - SYSTEM AND ORGANIZATION CONTROL ENGAGEMENTS (SOC)

One of the most effective ways a service organization can communicate information about its controls is through a System and Organization Control (SOC) report. A SOC 1 report focuses on controls at the service organization that would be useful to user entities and their auditors for the purpose of planning a financial statement audit of the user entity and evaluating internal control over financial reporting at the user entity. The SOC 1 report contains the service organization's system description and an assertion from management. In addition, the independent service auditor (i.e., CPA firm) opinion or service auditor report is included. There are two types of SOC 1 reports: Type I and Type II.

In a Type II report, the service auditor will express an opinion and report on the subject matter provided by the management of the service organization as to (1) whether the service organization's description of its system fairly presents the service organization's system that was designed and implemented throughout the specified period; (2) whether the controls related to the control objectives stated in management's description of the service organization's system were suitably designed throughout the specified period to achieve those control objectives; and (3) whether the controls related to the control objectives stated in management's description of the service organization's system operated effectively throughout the specified period to achieve those control objectives.

We will perform the following SOC 1 (Type II) engagements in accordance with Statements on Standards for Attestation Engagements No. 18 (formerly SSAE No. 16). Below is a brief description of each service organization's system:

Florida Courts E-Filing Portal

The portal provides attorneys and pro se litigants with a common entry point for filing and transmitting court records electronically. In addition, the portal provides these same persons and other authorized persons the ability to view court records electronically. The features of the portal include the following:

- a single statewide log-in
- a single internet access to court records by authorized users
- transmission to and from the appropriate courts
- the ability to provide electronic service of notification receipt of an electronic filing and confirmation of filing in the appropriate court file
- open standards-based integration ability with existing statewide information systems and county e-filing applications
- compliance with electronic court filing standard 4.0, the global justice extensible markup language and oasis legal markup language

FIRM EXPERIENCE – FINANCIAL STATEMENT AUDIT ENGAGEMENTS

Our firm serves many commercial entities, governments, and not-for-profit organizations in North Florida and South Georgia. The experience we have gained in practical situations of assisting our clients allows us to better address issues facing your organization. We understand these issues and we have the requisite skill level to do more than provide the routine compliance services—we will add incremental value to the relationship. We have worked with our clients to validate critical processes that must be addressed in order to achieve and maximize business objectives. Our approach identifies areas of risk in the not-for-profit industry and develops procedures to evaluate these risks in order for us to address all pertinent compliance issues.

Our services range from single audits performed under the requirements of the Office of Management and Budget's Uniform Guidance to consulting and business advisory engagements. Our engagements with both governmental and not-for-profit organizations have achieved notable results for our clients. For example, our governmental audits have resulted in the prestigious *"**Certificate of Achievement for Excellence in Financial Reporting**"* awarded by the Government Finance Officers Association.

A select list of Not-For-Profit/Governmental clients that we have served is as follows:

- Madison County, Florida
- Florida Association of Court Clerks
- Tall Timbers Research and Foundation
- Thomas University
- National Association of Dental Laboratories
- Florida Courts E-file Authority
- City of Bainbridge, Georgia
- Fish & Wildlife Foundation of Florida
- Thomasville Cultural Center
- Florida Independent Living Council
- Florida Surplus Lines Association
- Flowers Employee Credit League
- Pebble Hill Foundation
- Heritage Foundation, Inc.
- Capital Area Community Action Agency
- Desoto County, Florida *(Consulting)*
- Gulf County, Florida
- Florida Clerk of Courts Operation Corporation
- Georgia Society of Health System Pharmacists
- Monroe County, Florida *(consulting)*
- Goodwill Industries of the Big Bend
- Florida Beverage Association
- Association for Institutional Research
- Town of Greensboro, Florida
- City of Thomasville, Georgia
- Florida Local Government Investment Trust
- The Henry & Rilla White Youth Foundation
- Brookwood School and Foundation
- Florida Green Building Coalition
- Foundation for Indigent Guardianship, Inc.
- Thomasville Payroll Development Authority
- Goodwill Villages HUD Audits (12 separate audits)

We provide audit, accounting, and tax services for many other governmental, not-for-profit and commercial entities not contained in the list above.

Additional Client Services

Although our firm's core services include audit, tax perpetration, and accounting services, we also provide the following additional services:

- Financial forecasts and projections
- Financial statement preparation
- Indirect cost plans
- Operations review
- Cost allocation plans
- Tax preparation and compliance
- Policy and procedure manuals
- Merger and acquisitions
- Cost segregation functions
- Feasibility studies
- Internal control review and best practices implementation

FIRM EXPERIENCE – SYSTEM AND ORGANIZATION CONTROLS (SSAE 18) AND OTHER IT RELATED ENGAGEMENTS

Lanigan has developed a niche team that performs audits of service organizations. Our team possesses years of experience in performing SOC (SSAE 18) and other IT related engagements. Listed below are the types of services we provide:

1. SOC 1 (Type II) audit engagements: The organization being audited (the service provider) defines the objectives that are important to its business, and the controls it follows to achieve those objectives. Due to the nature of self-defined objectives, this is a very flexible standard, and can be customized to each service provider. This includes comprehensive testing of both accounting and IT controls.

2. SOC 2 (Type II) audit engagements: SOC 2 reports differ from SOC 1 reports in that while the organization selects the principles that are relevant to its business, the actual controls and testing is standard across all service providers. SOC 2 reports are based on five trust principles: security, availability, processing integrity, confidentiality, and privacy. These principles mean that SOC 2 reports are very important for IT organizations.

3. Information Technology Security Assessments: The goal of a security assessment (also known as a security audit, security review, or network assessment) is to ensure that necessary security controls are integrated into the operations of an entity. A properly completed security assessment should provide documentation outlining any security gaps between a project design and approved corporate security policies. Management can address security gaps either by allocating the necessary resources to correct the security gaps, or management can accept the risk based on an informed risk / reward analysis.

Listed below is a sampling of clients we have served along with the type of service performed:

- Funeral Services Inc. (SOC 1 – Type II)
- FBMC Benefits Management (SOC 1/ SOC 2 – Type II)
- Total Captive Solutions (SOC 1 – Type II)
- Network Technology Solutions (SOC 2 – Type II)
- MyFloridaCounty.com (SOC 1 – Type II)
- Florida Courts E-File Authority (SOC 1 – Type II)
- City of Thomasville, Georgia (IT Security Assessment)
- Scotch-Gulf Lumber Company (IT Security Assessment)
- Thomas University (IT Security Assessment)
- Municipal Code Corporation (IT Security Assessment)
- CLERC System (SOC 1 – Type II)
- MyPaymentPortal (SSAE 16 -SOC 1 Engagement)

OUR APPROACH – FINANCIAL STATEMENT AUDITS

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and the manager. As high-level involvement is vital to a quality audit, the partner's time will account for approximately 20% of total hours spent on the engagement. Our team's approach is to be efficient yet non-intrusive.

We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

Audit Planning

Our audit planning process includes a risk assessment of the Authority and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely. In addition, we will provide a list and samples of schedules specifically tailored to the Association to aid the Authority's staff in preparing schedules and providing audit documentation.

Risk Assessment

As part of our extensive planning phase, the engagement team will discuss with management and the Authority's Board issues surrounding the applicable industry, the Authority's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

Control Environment

We will document and test the following control processes to evaluate their effectiveness in preparing reliable financial statements:

- Disbursements
- Receipts
- Payroll
- Financial reporting
- Journal entry process
- IT and general computer controls
- Grant compliance and reporting

Based on our understanding of the Authority's risks and control environment, we will design our substantive procedures and communicate our audit approach to management. As part of our review and documentation of the control environment, we may have recommendations for enhancing controls and/or efficiencies. These recommendations will be discussed with management prior to any comments included in a formal management letter.

Substantive Procedures

Substantive audit procedures are designed based on our risk assessment process. Complex and high-risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- Tests of account details
- Analytical procedures
- Use of data analysis software
- Unpredictability tests
- Review of management's estimates
- Review of subsequent events and contingencies

Audit Sampling

Audit sampling provides the auditor an appropriate basis on which to conclude on an audit area by examining evidence from a sample of a population. We utilize both statistical and non-statistical sampling techniques as described in the AICPA's Audit Sampling Guide, depending on the type of testing being performed. Internal control, substantive and compliance testing samples are generally selected using nonstatistical techniques. Sample sizes are determined by risk assessment and nature of the population. We may use statistical sampling to assist with forensic testing in areas which have a higher risk of misstatement due to fraud.

Preparation of Audit Report and Review

Audit workpapers are reviewed throughout the audit by the manager and engagement partner. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. The financial statements are prepared by the audit manager. All reports are reviewed by the engagement partner and concurring partner. Upon approval, we will issue drafts of all reports based on a predetermined schedule allowing adequate time for review and distribution of reports.

Audit programs, workpapers and reports will be retained for a period of seven (7) years after the completion of the audit and made available for inspection by the Authority, oversight or cognizant agencies, parties designated by the federal or state governments, auditors of entities of which the Authority is a sub recipient of grant funds or component unit, and additional auditors if requested by them.

Work Paper Retention

Audit programs, workpapers and reports will be retained for a period of seven (7) years after the completion of the audit and made available for inspection by the Authority, oversight or cognizant agencies, parties designated by the federal or state governments, auditors of entities of which the Authority is a sub recipient of grant funds or component unit, and additional auditors if requested by them.

OUR APPROACH – SYSTEM AND ORGANIZATION CONTROL (SSAE 16/18) ENGAGEMENTS

Our SOC 1 -Type II engagement can be divided into the following phases:

1. Planning Stage

   Proper planning is imperative to the success of a project. Our firm has standard processes to cover the important pieces of the engagement. After the agreement is executed, the first phase of the engagement is planning. This is to ensure that our firm and the client are fully aware of the what, who, when, why, and how prior to the beginning of testing:

   - Hold meetings with stakeholders
   - Confirm objectives and scope
   - Confirm roles and responsibilities
   - Confirm project timing
   - Set interview and meeting dates
   - Distribute request lists
   - Distribute questionnaires
   - Distribute project calendar

2. Understanding Stage

   By including communication prior to starting, we ensure that no last -minute changes to the project or team have occurred and the client has the plan prior to the testing and on-site visit. The kickoff is considered the start of the engagement. If needed, we will schedule a call at the beginning of, or just prior to, the kickoff to finalize any outstanding items. Our firm will be available to the client with any questions.

   - Perform readiness or risk assessment
   - Identify and plan to test relevant controls
   - Gather relevant evidence
   - Confirm timing and team members

3. Testing and Gathering

   L&A has a no surprise policy and has daily contact with the stakeholders during the testing and gathering activities. Furthermore, L&A will begin documentation of the draft deliverable to be able to provide it to the client efficiently after this phase. The client will have confidence the L&A team has completed this phase timely and completely. Testing and gathering is the core of the compliance engagement. Due to the planning and understanding processes, this phase will be an accumulation of gathering the evidence needed for the objectives discussed.

   - Analyze information gathered
   - Conduct testing procedures
   - Provide management with findings and recommendations
   - Provide road map for remediation (optional)

4. Audit Report and Quality Control

L&A's report takes into account the entire process and customizes a report for each client. The draft report will be provided within 2 weeks of the last day of testing and gathering phase, and a final report will be provided within 30 days.

L&A's testing methodology ends with reporting, but the entire assessment is focused on creating a deliverable that is clear, concise, and accurate.

- Prepare and submit final report
- Discuss lessons learned
- Identify any changes
- Conduct close-out meeting

INFORMATION TECHNOLOGY

We use the latest technological tools on all of our audits. These tools enable us to achieve maximum efficiency and productivity for each project, allowing us to spend less time compiling and processing information and more time on analysis and assisting our clients with process improvement. Our goal is for our services to complement and support your business, not slow it down.

Prosystem Engagement Software:

The firm uses ProSystem Engagement on all audits performed, which means we are completely electronic ("paperless"). This software provides powerful tools to help us prepare audit and tax workpapers and reports in Microsoft Office Programs. It extends the capabilities of these Microsoft Office applications and provides powerful tools for organizing and managing our engagement files electronically.

The core of the Engagement system is the trial balance. We use the Engagement extensions in Word and Excel to integrate trial balance data into our workpapers. Changes that we make to the trial balance are automatically updated in our workpapers. This software has Engagement Administrator Workpaper Management modules that provide powerful tools for organizing, reviewing, and sharing workpapers.

Data Extraction and Analysis Software:

We use modern data extraction and analysis tools including IDEA, Power BI, and Excel to analyze data in different ways. These tools enable us to identify errors and trends more easily in large data sets.

Suralink:

This is an online platform that combines an information request list, assignment workflow and secure file hosting to deliver an organized engagement. This platform provides real-time view of the document collection process.

Our Information Technology Professionals:

Our Information Systems Consulting professionals provide our engagement teams with support not only to operate internally, but to work with us to more fully understand your computer environment (i.e. hardware, software, network environment). The importance of understanding your technological environment cannot be stressed enough. In addition to being required under U.S. Auditing Standards, this knowledge enables us to fully consider the security of your technological environment, the integrity of data, and the most efficient way to audit individual transactions as well as the financial statements overall.

QUALITY CONTROL AND PEER REVIEW

Quality Control

The firm has quality control procedures for independence, integrity and objectivity that we adhere to in our performance of engagements. Partner involvement ensures quality control in every audit we conduct. Partners are involved in all critical decisions, conduct on-site work with staff, meet with your personnel and review the staff auditor's work-papers. Lanigan & Associates further ensures quality control by requiring a final review of critical accounting and auditing issues and financial statement disclosures by a partner that has no direct involvement in the audit.

As previously mentioned, our firm is a member of the American Institute of Certified Public Accountants' Governmental Quality Center (AICPA-GAQC). This is a firm-based, voluntary membership center designed to promote the importance of quality governmental/not-for-profit engagements and the value of such engagements to clients of governmental/not-for-profit services and certain other entities.

Peer Review

Lanigan & Associates, P.C.'s most recent peer review report dated November 19, 2020 can be found as Appendix A. In the peer review process, the peer review team evaluates and tests compliance with the Firm's system of quality control. As reflected in our peer review report, ***we received a "pass" rating.*** We are strong advocates of the peer review process and self-regulation within the profession.

In addition to our external peer review, our firm conducts quality control reviews of our audits. Each year we randomly select a cross section from all our engagements and perform a thorough inspection of the audit work papers, financial statements, and audit reports. The inspection process also includes periodic testing of the effectiveness of our quality controls and a continuous improvement program.

APPENDIX A

(PEER REVIEW REPORT)

Report on the Firm's System of Quality Control

November 19, 2020

To the Shareholders of Lanigan & Associates, P.C. and the
Peer Review Committee of the Georgia Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lanigan & Associates, P.C. (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants.

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; an audit of an employee benefit plan, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

BKHM, PA
Certified Public Accountants
1560 Orange Avenue
Suite 600
Winter Park, FL 32789

p. 407-998-9000
f. 407-998-9010
bkhmcpa.com

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lanigan & Associates, P.C. in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lanigan & Associates, P.C. has received a peer review rating of *pass*.

BKHM, P.A.

APPENDIX B

(CLIENT REFERENCES)

CLIENT REFERENCES

Below are current clients who can attest to our services and work performed on their behalf. We welcome the Authority to contact any of our references listed below. We have also been a service provider to the Florida Association of Court Clerks and Comptrollers for many years.

CLIENT NAME	YEARS OF SERVICE	CONTACT INFORMATION
Madison County, Florida	25	Billy Washington Clerk of Courts Phone: 850-973-1500 Email: bwashington@madisonclerk.com
Florida Clerks of Court Operations Corporation	10	John Dew Executive Director Phone: 850-386-2223 Email: jdew@flccoc.org
Funeral Services, Inc.	20	Bill Williams President Phone: 850-425-1340 Email: bill.williams@fsitrust.com
Tall Timbers Research	25	Bill Palmer Chief Executive Officer Phone: 850-893-4153 Email: bill@ttrs.org
Fish and Wildlife Foundation of Florida	10	Will Bradford Chief Financial Officer Phone: 850-921-1144 Email: Will.Bradford@MyFWC.com
City of Thomasville, Georgia	20	Ashley Cason Chief Financial Officer Phone: 229-227-4019 Email: michellej@thomasville.org

APPENDIX C

(PROOF OF INSURANCE COVERAGE)

LANIG-1 OP ID: MS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lanigan Insurance Group, Inc. 4200 Northside Pkwy NW B11-200 Atlanta, GA 30327-3079 John Lanigan, Sr. 404-261-8942	CONTACT NAME: John Lanigan, Sr PHONE (A/C, No, Ext): 404-261-8942 FAX (A/C, No): 404-239-9408 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Travelers Insurance — 40282
INSURED Lanigan & Associates, PC Florida CPA Properties, LLC A General Partnership Ms. Janice Strickland 314 Gordon Avenue Thomasville, GA 31792	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	☐ CLAIMS-MADE ☒ OCCUR			680 5300L346	12/03/2022	12/03/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
				680 396N4982	12/03/2022	12/03/2023	MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY							
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS			680 5300L346	12/03/2022	12/03/2023	BODILY INJURY (Per person)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR							
	EXCESS LIAB ☐ CLAIMS-MADE			CUP 396N4982	12/03/2022	12/03/2023	EACH OCCURRENCE	$ 4,000,000
	DED X RETENTION $ 5000						AGGREGATE	$ 4,000,000
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A		UB 7J271733	12/03/2022	12/03/2023	E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER

Lanigan & Associates, PC
314 Gordon Avenue
Thomasville, GA 31792

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
John Lanigan, Sr. *John Lanigan, Sr.*

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

GREAT DIVIDE INSURANCE COMPANY
A North Dakota Stock Corporation
A Member Company of W. R. Berkley Corporation

DECLARATIONS

ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY

Policy Number: GAB201565-8

Effective Date:	10/1/2022	at 12:01 A.M. Standard time at the address shown below
Expiration Date:	10/1/2023	at 12:01 A.M. Standard time at the address shown below
Retroactive Date:	1/1/1974	
Item 1 - *Named Insured*:	Lanigan & Associates, P.C.	
Item 2 - Business Address:	314 Gordon Avenue Thomasville, GA 31792	
Item 3 - Limits of Liability:	$4,000,000 $4,000,000	Per *Claim* Policy Aggregate
Item 4 - Deductibles:	$100,000	Per *Claim* Deductible
Item 5 - Total Premium:	$41,561.00	

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

BDP-PL-1000-A	03/15	Accountants Professional Liability Insurance Policy
BDP-PL-2004-A (GA)	03/15	State Endorsement - Georgia
BDP-PL-1007-A	03/15	Exclusion - Claims Following Insured's Suit for Fees
BDP-PL-1009-B	03/15	Executor Trustee Services Limitation Endorsement
BDP-PL-1016-A	08/14	Special Exclusion Endorsement
BDP-PL-1032-A	03/15	Additional Insured Endorsement
BDP-PL-1034-A	08/14	Excluded Entities
BDP-PL-1035-A	08/14	Investment Banking Exclusion
BDP-PL-1036-A	08/14	Retirement Plan Coverage Limitations
BDP-PL-1045-A	03/15	Cyber Security Breach Civil Proceedings
BDP-PL-1056-A	06/16	Multiple Claims and Related Acts, Errors and Omissions Amendment
BDP-PL-1999-A	08/14	Endorsement (Manuscript)

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

Great Divide Insurance Company

Authorized Representative

APPENDIX D

(FEE PROPOSAL)

FEE PROPOSAL

Our goal is to provide high-quality, reliable service at reasonable fees. Our fees are based on estimated hours and hourly rates, determined by each professional's level of experience. Listed next is our professional fees (not to exceed) for the next five years:

Services	6/30/23	6/30/24	6/30/25	6/30/26	9/30/27
Financial Statement Audit	$15,000	$15,500	$16,000	$16,500	$17,000
System and Organization Controls (SOC 1 – Type II)	$16,000	$16,500	$17,000	$17,500	$18,000
Total All-Inclusive Fee	**$31,000**	**$32,000**	**$33,000**	**$34,000**	**$35,000**

The fees quoted above include all direct and indirect costs, including out-of-pocket expenses.

Our proposed fees are based on the following assumptions:

- The overall condition of your financial and accounting records is satisfactory.
- We will receive support from your accounting personnel necessary for the preparation of requested schedules and other supporting documentation before we commence fieldwork.
- There will not be a need for substantial research of any unforeseen technical issues or new accounting or auditing pronouncements in order for us to complete our audit.

Should additional work be required that exceeds our fee estimate, this work will only be performed if agreed-to by both our Firm and the Authority. This additional work will be billed based on the time spent times our firm's standard hourly rates (discounted).

Title	Hourly Rate (Discounted)
Engagement Partner/Technical Review Partner	$275
Engagement Managers	$200
Senior Accountant	$175
Staff Accountants	$135