



**RFP # CAUD-190002-DH
PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING SERVICES TO:
THE CITY OF GAINESVILLE
GENERAL GOVERNMENT**

PREPARED BY: MAULDIN & JENKINS, LLC
Phone: 941-747-4483 | Fax: 941-747-6035



www.mjcpa.com

Wade P. Sansbury, CPA, Partner
1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205
wsansbury@mjcpa.com
Direct: 941-741-2255

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Transmittal Letter

June 28, 2018

City of Gainesville
General Government Purchasing
200 East University Avenue, Room 339
Gainesville, Florida 32601

Ladies and Gentlemen:

On behalf of Mauldin & Jenkins, we are excited about this opportunity to serve the City of Gainesville, Florida (the “City”) in order to help meet the continuing challenges you face. We appreciate the opportunity to propose on providing audit services to the City, and we are pleased to submit a qualifications package to provide annual financial and compliance auditing services for the fiscal years ending September 30, 2018 and 2019 (two fiscal years). Additionally, by mutual agreement and funding availability, the contract may be renewed for two additional two-year periods.

We have read the Request for Proposal (RFP) and fully understand its intent and contents. We understand the time frame for performance of the annual financial audits as stipulated by the City, and agree to provide the services described in the proposal. We will conduct preliminary and final fieldwork and will issue all of the deliverables and reports substantially prior to the required due dates.

Mauldin & Jenkins is committed to client service. We are committed to building relationships with our clients, obtaining a thorough understanding of our client’s organization and needs, working with clients as trusted advisors, and delivering a high quality final product on time. There are many factors necessary to achieve quality client service. The following are some features we would like to highlight which differentiate us from other firms:

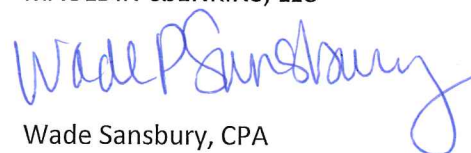
- **Specific Governmental Experience:** Our Firm has made the governmental sector a primary industry focus. We have served the audit and compliance needs of numerous governmental entities over the years, and remain committed to serving this sector. We provide the following statistics related to our governmental practice:
 - **Over 400 governmental entities** served in the Southeast on an annual basis. Which includes **over 90 municipalities and 45 stand-alone business-type utilities** (water/sewer, gas, electric, airports and transit operations).
 - **85,000 hours of service annually** to governmental entities.
 - **90 full-time equivalent professionals** with current governmental accounting experience.
 - We serve over **100 entities** who receive the **GFOA Certificate of Achievement for Excellence in Financial Reporting**.
 - We serve as the plan auditor for approximately **30 single employer defined benefit pension plans** and currently audit in excess of \$1.3 billion in Florida pension assets.
 - We serve over **140 entities** requiring **federal/state single audits** annually.

Consequently, our Mauldin & Jenkins professionals are thoroughly versed in the City’s unique and complex functions, and we consistently provide the highest quality of service to our clients.

- **Experience with Notable Municipalities in the Southeast:** We are the current auditor of some of the most notable and recognized municipalities in the Southeast. These clients include Pensacola, Florida; Augusta, Georgia; Charleston, South Carolina; and Tuscaloosa, Alabama.
- **Experienced Personnel:** The personnel included in this proposal for your engagement have numerous years of professional experience in the governmental sector and are dedicated to serving this industry. We make every effort to retain experienced and qualified staff which will assist in providing staff continuity. The quality of the proposed engagement team is the clearest evidence of our commitment to serve you.
- **Quality Client Service:** We pride ourselves in responding to the needs of our clients and meeting their deadlines. This responsiveness is not only the ability to meet specified audit deadlines, but also the ability to respond to other requests. These requests could be in the form of accounting advice throughout the year, assistance with bond offerings or in providing other professional services. Our ability to be responsive is enhanced by the open communications and good working relationship we have with our clients.
- **Organized to Specifically Meet Your Needs:** Our partners, managers and seniors in the Firm's Governmental Practice Division spend 100% of their time serving governments. By structuring the Firm's Governmental Practice Division in such a manner, we are able to create efficiencies in the audit process which typically result in our total hours being significantly less than most other firms.
- **Education:** Presently, Mauldin & Jenkins clients have the opportunity to register and receive a minimum of **sixteen hours** of **complimentary** continuing education on an annual basis. We take our experience in serving governments, and choose timely and relevant topics to provide ongoing education to our clients. We believe education and training to be a key element of serving our governmental clientele. These classes are taught by Mauldin & Jenkins professionals, who also spend time each year teaching at various National and State Governmental Conferences.
- **Professional Leadership:** Along with being consistently ranked in the Top 100 by *Accounting Today* as well as *Inside Public Accounting* trade associations and magazines as one of the largest certified public accounting firms in the country, Firm personnel have held numerous professional leadership positions. This includes Chair of the Board of Directors of the American Institute of Certified Public Accountants (AICPA); members of the AICPA Government Quality Institute; chairman of the AICPA Single Audit Task Force; and President of the Florida Institute of Certified Public Accountants. We use this experience to perform more effective and efficient audits for our clients.

We realize the difficulty in selecting an audit firm. By selecting Mauldin & Jenkins, you will be provided excellent client service and operational best practices stemming from our service to hundreds of governmental entities. We understand the work requested and are committed to meeting your deadlines. This proposal represents a firm offer for 90 days as requested in the RFP. Thank you very much for considering our Firm and allowing us to present our proposal. As a partner of Mauldin & Jenkins, Wade Sansbury is authorized to bind and make representations for the Firm. He will be the ultimate party responsible for the quality of the report and working papers.

Sincerely,
MAULDIN & JENKINS, LLC



Wade Sansbury, CPA
Partner

Executive Summary

With extensive partner involvement and a team of dedicated governmental specialists, Mauldin & Jenkins will provide the City of Gainesville, Florida with the service and insight needed to achieve your goals.

Our Understanding of the City of Gainesville's Requirements/Needs

The City of Gainesville desires our Firm to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards and procedures recommended by the American Institute of Certified Public Accountants, the standards for financial audits as set forth in the U.S. General Accounting Office's Government Auditing Standards, and the provisions of the U.S. Office of Management and Budget Uniform Guidance (formerly Circular A-133), the Florida Single Audit Act, and the Rules of the State of Florida Auditor General as amended. We will provide the following as required by the City:

- An independent auditor's report on the fair presentation of the Governmental Activities, Business-Type Activities, Each Major Fund, and the Aggregate Remaining Fund Information, which collectively comprise the City's basic financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary information and the schedule of expenditures of federal and state awards "in relation to" the audited financial statements.
- An independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*. Which will include any reportable conditions.
- An independent auditor's report on compliance for each major program and on internal control over compliance required by OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 10.550, Rules of the Auditor General of the State of Florida. These reports will include any reportable conditions or instances of noncompliance.
- A management letter that outlines any constructive suggestions for improvement to management.
- Any comments required by the Rules of the Auditor General, Chapter 10.554(1)(i).
- Support and assistance in the implementation of any new changes in regulations by the GASB, FASB, GAO or the Auditor General.
- Any additional auditing services or agreed upon procedures required by the City. These services/procedures will be performed only upon approval of a written agreement between the City and Mauldin & Jenkins, LLC.

To effectively address these issues and meet your key short- and long-term objectives, the City needs dependable, objective information. Therefore, as shown in *Figure 1*, you are seeking a proven, local firm to:

With one of the largest governmental audit practices in the Southeast, our team will ensure efficiency, minimal disruptions, and substantial insight for the City’s management and Council Members.

Not Only

- Perform an annual audit and report on the financial statements of the City
- Perform an annual compliance audit for the City including the performance of state and federal single audits

But Also

- Candidly communicate with management regarding results and industry and regulatory updates, allowing for greater efficiency and better decision making
- Actively involve senior team members in all phases of the engagement, ensuring reliable, responsive service and quick issue resolution
- Provide value-added recommendations to strengthen the City’s operations and internal controls

Figure 1. Our Understanding of Gainesville’s True Service Needs

An Efficient, Value-Added Approach to Achieving Your Objectives

Our approach will be rooted in continuous communication with the City’s management and Audit Committee. From day one, our team will take the time to understand your issues and keep you abreast of changing financial demands.

This knowledge will allow us to maximize efficiency, minimize disruptions, and tailor our approach to your operations. Further, Partner Wade Sansbury and Manager Trey Scott will personally oversee each engagement step, ensuring dependable service and guidance.

Ultimately, our team will deliver reliable, insightful information, as well as valuable recommendations to improve the City’s controls and strengthen your operations.

Why Mauldin & Jenkins Is Best Suited to Serve the City of Gainesville Florida

As shown in *Figure 2*, our team’s expertise, dedication, and proactive approach are ideally suited to serve the City.

Our team’s depth of governmental experience, training, and industry involvement will yield valuable intelligence, allowing the City to leverage best practices and advance operational performance.

Mauldin & Jenkins Differentiator	Benefit to the City of Gainesville
Maximizing Efficiency with Deep Governmental Experience	
In addition to serving more than 400 governmental entities throughout the Southeast, from small special districts to large entities with over \$3 billion in assets, our professionals serve in leadership and instructor roles for various state governmental associations, governmental schools, and industry organizations including the AICPA.	Our team’s depth of governmental expertise, combined with their professional and industry involvement, gives them up-to-date knowledge of the trends, regulations, and standards affecting the City—allowing them to quickly address technical and operational issues.
Strengthening Operations with Frequent, Value-Added Communication	
Our team members and Firm publications, such as our quarterly newsletter and free continuing professional education classes, will provide the City with regular updates of and guidance on regulatory, industry, and accounting developments.	Instead of just resolving your financial statement and grant compliance issues, our governmental specialists will also help prevent them—empowering the City with the knowledge and best practices to strengthen your operations.
Ensuring Dependability with Continuity and Active Leader Involvement	
Our team will feature ongoing partner involvement throughout every audit phase—including fieldwork—as well as a dedication to staff continuity. And with an annual turnover rate well below the industry average, we can deliver.	With dependable oversight and a long-term commitment to team staffing, Gainesville will enjoy reliable, responsive, and time-saving service from professionals with a deep understanding of your structure and challenges.
Fulfilling Long-Term Service Needs with a Depth of Firm Resources	
In addition to being one of the oldest and largest regional accounting firms in the Southeast, Mauldin & Jenkins has a 100-year track record of providing high-quality service to governmental entities across the southeast.	With 80 governmental specialists and more than 260 professionals across several specialties, we have the resources, capability, and expertise to meet your long-term service needs as the City grows and changes.

Firm Profile

Firm Name: Mauldin & Jenkins, LLC
Address: 1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205
Phone: 941-747-4483
Fax: 941-747-6035
Federal ID: 58-0692043
Website: www.mjcpa.com
Contact Name: Wade P. Sansbury, CPA, Partner
Business Hours: Monday through Friday 8:00am to 5:00pm

Type of Ownership/Legal Structure: Mauldin & Jenkins is large regional firm and a limited liability corporation (LLC). Our Firm is incorporated in the States of Florida, Georgia, Alabama, South Carolina, and Tennessee.

Mauldin & Jenkins, LLC is neither a parent nor a subsidiary in a group of firms. We are however an alliance member of RSM US LLP (formerly known as McGladrey LLP). McGladrey Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. This affiliation gives us access to a full range of national and international capabilities and gives us access to the resources and services RSM provides its own clients.

Date Established: State of Florida – 5/11/2011; State of Georgia – 1918

Office to Perform Services: Our Bradenton, Florida office will perform the requested services for the City. We currently have 35 individuals working from this location.

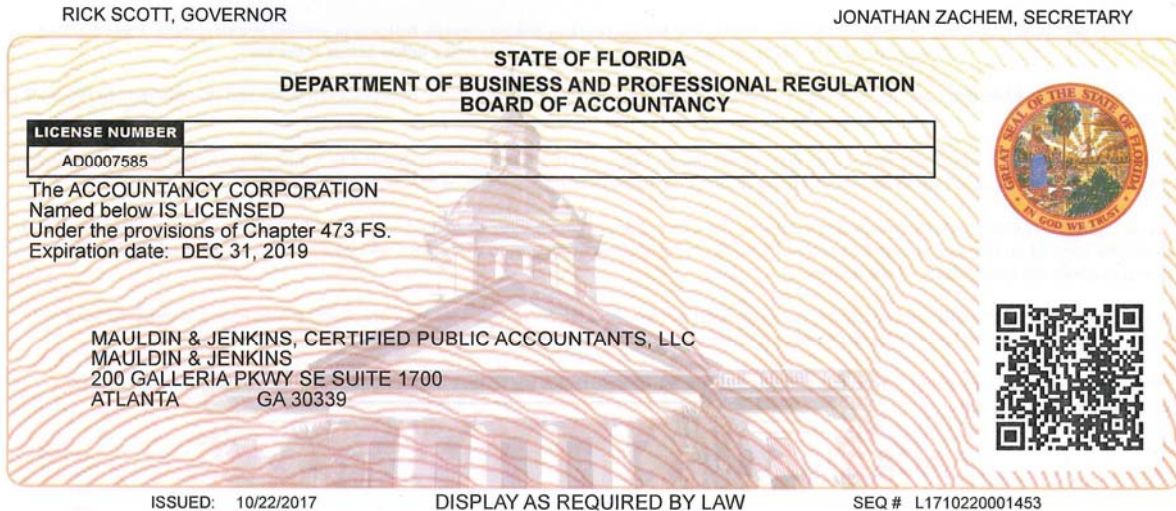
Independence

We hereby affirm that Mauldin & Jenkins, LLC is independent with respect to the City of Gainesville, Florida, and its component units as defined by generally accepted auditing standards. We meet the independence standards of Generally Accepted Auditing Standards and the U.S. Government Accountability Office's *Government Auditing Standards*. We are also independent with respect to the City within the meaning of Rule 101 of the Code of Professional Ethics of the American Institute of Certified Public Accountants and the applicable published rules and interpretation thereunder. We have had no relationships with the City over the past five years.

We will conduct our audits objectively and will report findings, opinions and conclusions objectively. As noted above, we are free from personal and external impairments to independence, are organizationally independent and will maintain an independent attitude and appearance so that opinions, conclusions, judgments, and recommendations are impartial and will be viewed as impartial by knowledgeable parties. There are no situations that might lead others to question our independence. Lastly, we have absolutely no local bias towards any City policies, governance, or leadership due to our lack of proximity to the City. This is quite contrary to other local firms. We will give the City written notice of any professional relationships entered into during the period of this agreement.

License to Practice in the State of Florida

Mauldin & Jenkins is licensed to practice public accounting within the State of Florida. Our Firm’s Florida license number is AD0007585. Additionally, all assigned key professional staff are properly licensed and registered to practice public accounting within the State of Florida. We have included a copy of the Firm’s state licensure below. All individual licenses are available upon request and can be independently verified at www.myfloridalicense.com.



Additionally, our Firm is properly registered with the Florida Department of State Division of Corporations.

Firm Qualifications and Experience with Other Government Entities

Organization and Size

Mauldin & Jenkins was formed in 1918 and has been actively engaged in governmental auditing since its inception. Mauldin & Jenkins is considered to be one of the Southeast's largest locally owned provider of audit and accounting services, and one of the largest certified public accounting firms in the country. Mauldin & Jenkins serves clients throughout the Southeastern United States. Mauldin & Jenkins is considered to be a large regional firm.

Mauldin and Jenkins has offices located in Bradenton, Florida; Atlanta, Macon and Albany, Georgia; Chattanooga, Tennessee; Columbia, South Carolina; and Birmingham, Alabama. We have a practice structure with the scale to serve governmental clients well due to the efficient allocation of resources in our geographic area.

As noted in our transmittal letter, Mauldin & Jenkins provides over 85,000 hours of service to governmental entities on an annual basis. The Firm's governmental practice is the largest niche in the Firm representing approximately 25% of the Firm's total practice. However, size and resources alone are not the most meaningful measure of success; in the end, our clients remain the best judges of Mauldin & Jenkins' value.

Other key information relative to the size and experience of Mauldin & Jenkins is as follows:

- **300,000** - approx. total hours of service provided annually to clients of the Firm
- **85,000** - approx. total hours of service provided annually to governmental clients of the Firm
- **40%** - percentage of governmental practice as compared to Firm's attestation practice
- **28%** - percentage of governmental practice as compared to Firm's overall practice
- **400** - approx. total governmental entities served in past three years
- **280** - total number of Firm personnel
- **105** - total clients served who obtain the GFOA/ASBO Certificates
- **44** - total clients with publicly issued debts in excess of \$50 million
- **\$1.3 billion** - total assets of Florida pension plans currently audited by the Firm
- **52** - total number of Firm partners
- **11** - total number of full-time governmental partners & directors
- **11** - total number of full-time governmental managers
- **90** - total number of professionals with current governmental experience

Serving Governments For Over 100 Years

Mauldin & Jenkins' commitment to government began when our Firm was established in 1918. Since then, we have viewed service to governments as significant to the overall success of the Firm. Today, the governmental sector is an industry that has been specifically identified for our continued growth in professional services. Accordingly, all professionals, from entry-level accountants to partners (who select the governmental sector as their focus), are trained to understand the issues and meet the needs of state and local governmental entities.

As noted previously, Mauldin & Jenkins employs **22 partners, directors and managers** who dedicate **100%** of their time serving government clients and have a combined **330 years experience**. We also have numerous additional professionals with current experience in providing services to governmental entities – many of whom spend their time exclusively on government clients. Mauldin & Jenkins’ dedicated professionals can bring a comprehensive understanding of the issues that face government entities as well as “bench strength” at all levels, allowing us to respond swiftly and effectively to your evolving needs.



The goal of our government practice is to help governments improve their financial processes and strategies so that they can in turn achieve their goal of improving the lives of their citizens. This shared commitment to the goals of our clients has resulted in a significant government clientele. As noted in our transmittal letter, we currently **serve approximately 400 governments in the Southeast**.

Range of Services Performed by Mauldin & Jenkins

Each of Mauldin & Jenkins’ offices provides a wide variety of services to a broad range of clientele. We have partners and managers who are responsible for specialized practice areas of auditing and accounting, taxes and management advisory services. Their purpose, as leaders in the particular practice area, is to establish policies with respect to technical matters in these specific areas and ensure that the quality of the Firm's practice is maintained.

Industries Served: Over the years, our partners have developed expertise in certain industries representative of a cross section of the Florida economy, including:

- Governmental Entities (state entities, cities, counties, school systems, business type operations, libraries, and other special purpose entities)
- SEC Registrants
- Wholesale Distribution
- Agri-Businesses
- Manufacturing
- Professional Services
- Employee Benefit Plans
- Financial Institutions (community banks, savings and loans, thrifts, credit unions, mortgage companies, and finance companies)
- Non-Profit Organizations
- Retail Businesses
- Long-term Healthcare
- Construction and Development
- Individuals, Estates and Trusts
- Real Estate Management

Location of the Office from which the Work is to be Performed

The Bradenton office will be the office providing services to the City, with no anticipated additional staff roles coming from our other offices. As noted previously, Mauldin & Jenkins has 90 professionals that are dedicated to serving governmental clients, all of which are available to the City.

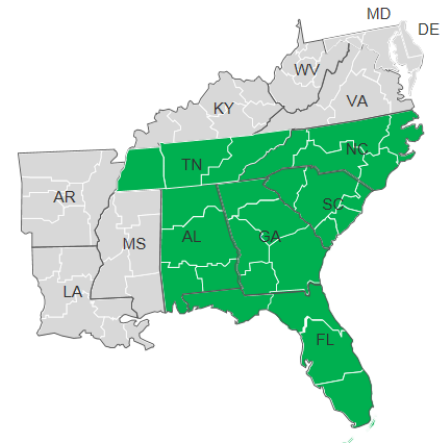
The Bradenton office currently employs **15 professionals with current experience in providing services to governmental entities** and who will meet the continuing professional education requirements set forth in the U.S. General Accounting Office *Government Auditing Standards*. A further profile of the Bradenton office and the Firm’s **professional** staff as a whole is as follows:

Professional Staff by Level	Bradenton	Firm-Wide
Partners	7	47
Managers	7	56
Supervisors / Senior	5	77
Other Staff & Consultants	14	80
Total	33	260

It should be noted that we have served governmental clients in the City’s local area from our Bradenton, Florida office location over the past five years. We have met every deadline of this client and have been physically available for any and all requested meetings. We fully anticipate providing the City with this same level of service as we do with all of our clients. Distance does not bother us in the least. We believe it actually creates a better independent and working relationship with our clients.

Relevant Experience with Governmental Audits

Mauldin & Jenkins has obtained significant relevant experience serving governmental entities over the years by serving a wide variety of governmental entities. Over the past 5 years, we have served 82 cities, 41 counties, 40 school systems, 25 state agencies, and over 110 special entities (special districts, authorities, commissions, etc.). We also are currently serving 90 governmental entities who annually obtain the GFOA’s Certificate of Achievement for Excellence in Financial Reporting. **Additionally, we currently serve numerous entities with utility operations similar to that of the GRU (electric, natural gas, water and wastewater).** We have the experience to perform governmental audits and have a history of providing timely services.



Mauldin & Jenkins currently serves governmental entities across the Southeast. Our current footprint of clients extends as far north as Bristol, Tennessee (located on the border between Tennessee and Virginia) and as far south as Islamorada, Florida (located within the south Florida Keys) with many clients in between. Looking east to west we serve Charleston, South Carolina and Selma, North Carolina to clients in Birmingham, Alabama.

GFOA Certificate Program Experience

As noted elsewhere within our proposal, our Firm and our governmental partners all have extensive experience with helping our clients obtain and maintain the GFOA Certificate of Excellence in Financial Reporting award. We also have extensive experience in preparing governmental financial statements in conformance with the Codification of Governmental Accounting and Financial Reporting Standards Board Pronouncements and Interpretations. We currently serve **105** entities that receive the GFOA Certificate. Wade Sansbury, who we have listed as the intended partner, has worked on several GFOA certificate clients over his 20 year career. The listing below, are clients he has served as the partner in charge of the annual audit and the ultimate partner responsible for the engagement. Each of these clients has obtained and maintained the certificate with Wade as the lead partner.

- | | |
|-----------------|--|
| 1) Beaufort | 10) Palmetto |
| 2) Bradenton | 11) Pensacola |
| 3) Conyers | 12) Valdosta |
| 4) Griffin | 13) Union City |
| 5) Haines City | 14) Liberty County |
| 6) Longboat Key | 15) Rockdale County |
| 7) Marco Island | 16) South Florida Regional
Transportation Authority |
| 8) Morrow | |
| 9) Naples | 17) Tampa Bay Water |

Similar Engagements With Other Governmental Entities

The following is a list of governmental audits performed in the past five years by the Bradenton office included within this proposal as references. Feel free to give any of these clients or any others listed within this proposal a call. The information below is intended to demonstrate that we understand the nature of the operations similar in size to the City and have relevant, current experience serving Florida governments. Additionally, Mauldin & Jenkins has substantial expertise gained from auditing other governments in the southeast which also have significant governmental operations and other large utility enterprise operations. We have significant experience with water and sewer operations, gas operations, electric operations, port/marina operations, airport operations, sanitation operations, and landfill operations. Most all of our county and city audits have some form of utility operations of a similar nature to the City's stormwater and garbage collection (refuse) as well as the GRU's water and wastewater operations. This concept touches on one of the more unique qualities Mauldin & Jenkins brings to you, a Firm with vast resources of experienced people normally associated with larger national firms, but sensitivity to client service similar to that provided by many smaller firms. **We believe the City and Mauldin & Jenkins to be a good match.**

1) City of Pensacola, Florida

General Information	City government with a population of approximately 52,000. City has assets of approximately \$605 million and annual revenues of approximately \$165 million. The City provides numerous services including: natural gas service, solid waste collection and disposal, airport operations, port operations, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133 and the Florida State Single Audit requirements. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	September 30, 2013 through present
Partner/Manager	Wade Sansbury/Trey Scott
Total Hours	700 hours
Contact Information	Ms. Laura Picklap - (850) 435-1822 - lpicklap@cityofpensacola.com

2) City of North Port, Florida

General Information	City government with a population of approximately 60,000. City has assets of approximately \$507 million and annual revenues of approximately \$95 million. The City provides numerous services including: water & sewer, solid waste, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133. Preparation of CAFR and Certificate of Achievement awarded by GFOA.
Dates	September 30, 2013 through present
Partner/Manager	Wade Sansbury/Jennifer Ruffino-Cook
Total Hours	600 hours
Contact Information	Mr. Peter Lear, Finance Director - (941) 429-7119 - plear@cityofnorthport.com

3) City of Marco Island

General Information	City government with a population of approximately 16,700. City has assets of approximately \$412 million and annual revenues of approximately \$63 million. The City provides numerous services including: water, sewer, solid waste collection and disposal, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	2013 through present
Partner/Manager	Wade Sansbury/Daniel Anderson
Total Hours	500 hours
Contact Information	Guillermo Polanco, Finance Director - (239) 389-5016 - gpolanco@cityofmarcoisland.com

4) **City of Haines City**

General Information	City government with a population of approximately 21,000. City has assets of approximately \$139 million and annual revenues of approximately \$31 million. The City provides numerous services including: water, sewer, stormwater, solid waste collection and disposal, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	2012 through present
Partner/Manager	Wade Sansbury/Jennifer Ruffino-Cook
Total Hours	400 hours
Contact Information	Tavia Conner, Finance Director - (863) 421-9902 - sconner@hainescity.com

5) **Town of Longboat Key**

General Information	Municipal government with a population of approximately 7,000. Town has assets of approximately \$111 million and annual revenues of approximately \$25 million. The Town provides numerous services including: water, sewer, solid waste collection and disposal, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with government auditing standards. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	2014 through present
Partner/Manager	Wade Sansbury/Daniel Anderson
Total Hours	300 hours
Contact Information	Susan Smith, Finance Director - (941) 316-1999 - ssmith@longboatkey.org

Please see the following pages for additional references regarding additional public utilities served by Mauldin & Jenkins as it relates to electric operations and large utilities.

1) **City of Griffin**

General Information	City government with a population of approximately 23,300. The City provides numerous services including: electric and natural gas service, water/sewer service , solid waste collection and disposal, airport operations, municipal golf course, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with the Uniform Guidance requirements. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	June 30, 2004 through present
Partners/Manager	Wade Sansbury and David Irwin/Trey Scott
Total Hours	700 hours
Contact Information	Mr. Markus Schwab, Director of Admin Services - (770) 294-6175 - mschwab@cityofgriffin.com

2) **Electric Power Board of Chattanooga**

General Information	Municipal utility and an enterprise fund of the City of Chattanooga, Tennessee. The EPB began doing business in 1939 and currently provides electricity to over 175,000 customers in the City of Chattanooga and surrounding counties. The EPB has assets of approximately \$790 million and annual revenues of approximately \$671 million.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133 as well as special projects and consulting engagements.
Dates	June 30, 2013 through present
Partner/Manager	Warren McEwen/Matt Hill
Total Hours	500 hours
Contact Information	Mr. Wesley Jewell, Comptroller – (423) 648-1221 – jewellwj@epb.net

3) City of Covington

General Information	City government with a population of approximately 13,500. The City provides numerous services including: electric and natural gas service, water/sewer service , solid waste collection and disposal, airport operations, public safety, parks and recreation, community development, and other customary services.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with the Uniform Guidance requirements. Audit of the City’s defined benefit pension plan. Preparation of CAFR and the maintenance of the GFOA Certificate.
Dates	June 30, 2004 through present
Partner/Manager	Wade Sansbury/Trey Scott
Total Hours	500 hours
Contact Information	Mr. Randy Smith - (770) 385-2000 - rsmith@cityofcovington.org

4) Charleston Water System

General Information	Water Commission located in Charleston, South Carolina that currently has over \$1.3 billion in assets and annual revenues of approximately \$150 million. The Commission provides public water and wastewater services to approximately 225,000 citizens on an annual basis.
Scope & Type of Engagement	Financial audits and compliance audits in accordance with OMB Circular A-133 and maintenance of the GFOA Certificate of Achievement. Preparation of financial statements.
Dates	December 31, 2014 through present
Partners	Miller Edwards and David Irwin
Total Hours	400 hours
Contact Information	Mr. Wesley Ropp, Chief Financial Officer, or Ms. Cynthia Wood, Accounting Manager - (843) 727-6936 - roppjw@charlestoncpw.com or woodcj@charlestoncpw.com

Listing of Governmental Clients Served in the Last Five Years

The following is a list of relevant governmental clients served by Mauldin & Jenkins, LLC in the past three years.

Electric Operations: Entities we have audited or are in the process of serving within the past three years who have electric operations are:

Municipal Electric Authority of Georgia (MEAG) Power Entities

- | | | | |
|-----------------|-----------------|------------------|-------------|
| 1) Albany | 4) Crisp County | 7) Griffin | 10) Monroe |
| 2) College Park | 5) Fairburn | 8) Lawrenceville | 11) Quitman |
| 3) Covington | 6) Grantville | 9) Marietta | |

Other Audited Electric Operation Entities

- | | |
|---|--------------|
| 12) Electric Power Board of Chattanooga | 13) New Bern |
|---|--------------|

Water & Sewer Operations: Entities we have audited or are in the process of serving within the past three years who have water and sewer operations are:

Georgia			
1) Americus	18) Griffin	36) Roswell	52) Haines City
2) Athens-Clarke Co.	19) Hinesville	37) Spalding Co.	53) Islamorada
3) Augusta-Richmond Co.	20) Jefferson	38) St. Marys	54) Lake Placid
4) Ball Ground	21) Lawrenceville	39) Stockbridge	55) Long Boat Key
5) Canton	22) Leesburg	40) Suwanee	56) Marco Island
6) Cochran	23) Lincoln Co.	41) Taylor Co.	57) Naples
7) College Park	24) McIntosh Co.	42) Tifton	58) North Port
8) Conyers	25) Milledgeville	43) Toccoa	59) Palmetto
9) Cordele	26) Mitchell Co.	44) Tybee Island	60) Plant City
10) Covington	27) Monroe	45) Union City	
11) Crisp Co.	28) Monroe Co.	46) Valdosta	North Carolina
12) DeKalb Co.	29) Paulding Co.	47) Villa Rica	61) Selma
13) Fairburn	30) Perry		
14) Floyd Co.	31) Powder Springs	Florida	South Carolina
15) Fayetteville	32) Quitman	48) Arcadia	62) Aiken
16) Forsyth Co.	33) Rockdale Co.	49) Bradenton	
17) Grantville	34) Rockmart	50) Crystal River	Tennessee
	35) Rome	51) Ft. Myers Beach	63) Crossville

Stand-Alone Audited W&S Operations

1) Barrow County Water & Sewer Authority	11) Hamilton Co. Water/Wastewater Treatment Auth.
2) Bristol Joint Sewer System	12) Henry County Water Authority
3) Brunswick - Glynn Joint Water & Sewer Comm.	13) Lumpkin County Water & Sewerage Authority
4) Charleston Water System	14) Macon Water Authority
5) Chatsworth Water Works Commission	15) Mount Pleasant Waterworks
6) Albany Water, Gas & Light Commission	16) Newton County Water & Sewerage Authority
7) Clayton County Water & Sewer Authority	17) Peace River/Manasota Regional Water Auth.
8) Cobb County - Marietta Water Authority	18) Peachtree City Water & Sewerage Authority
9) Eatonton-Putnam Water & Sewer Authority	19) Walton County Water & Sewerage Authority
10) Gwinnett County Water and Sewerage Authority	

Note: Items bolded in the above tables are those entities who have been served by Mr. Sansbury and/or Mr. Scott.

Experience Summary

As noted above, our governmental professionals and Firm have a significant amount of experience performing audits similar in nature to that of the City of Gainesville. We know governmental accounting and auditing and understand the City's current needs based on our review of the RFP and prior year reports. We will still however, have a great deal to learn about the City's operations and policies and procedures but will do so in a manner consistent with our overall philosophy on new engagements. We are very committed to completing our audits and required tasks effectively and efficiently as possible. We will utilize all of our past experience, City software, and knowledgeable employees to get the job done with as little disruption to the City staff as possible. This in total will provide a strong client centric environment which we believe the City will enjoy and recognize as being different from that of other firms.

Our approach will be rooted in continuous communication with the City's management and Audit Committee. From day one, our team will take the time to understand your issues and keep you abreast of changing financial demands. This knowledge will allow us to maximize efficiency, minimize disruptions, and tailor our approach to your operations.

Involvement in Governmental Accounting Committees and Associations

Mauldin & Jenkins is very committed and dedicated to the governmental industry. The Firm is a member of the AICPA Governmental Quality Institute and we also have an individual who serves as an executive committee member of the Institute. We have individuals who also give back by teaching at both national and state levels in addition to our client training courses. Our experiences with national level typically see Firm personnel speaking at the national AICPA Governmental and or Governmental and Non-profit annual conferences.

The Firm is also a part of the AICPA Single Audit Quality Improvement Task Force whereby individuals from the Firm are part of this committee. This committee's sole purpose is to help the profession as a whole do a better job overall in the performance and documentation of single audits. An individual from the Firm currently chairs this task force.

As noted elsewhere within our proposal, the Firm itself is a member of the American Institute of Certified Public Accountants and the Government Finance Officers Association. Additionally, most all governmental professional staff are individually members of the AICPA and GFOA as well as the local state chapters including the Florida GFOA.

Lastly, Tommye Barie, a recently retired partner in the Bradenton, Florida Office, completed serving as the Chairman of the AICPA Board of Directors in 2014. We are very proud of Tommye's accomplishments and her being able to represent Mauldin & Jenkins in her role as the leader of the world's largest member association representing the accounting profession, with more than 412,000 members in 144 countries.

Partner, Supervisory and Staff Qualifications and Experience

Proposed Staffing

In order to provide the highest quality service in the most cost efficient manner, Mauldin & Jenkins has formed a client service team which will function as a cohesive unit, and would represent a superb assortment of talent and experience for the audit of the City. The unit would be assembled as follows:

Team Member Name	Engagement Performance Roll	Years of Experience
Wade Sansbury, CPA	Engagement Lead Partner	22
Miller Edwards, CPA	Engagement Quality Assurance Partner	32
Trey Scott, CPA	Engagement Manager	10
Daniel Anderson, CPA	Engagement Manager	9
Jameson Miller	IT Consultant	11
Kris Trainor, CPA	Fraud Risk Consultant	22

The above team dedicated to audit the City will include (at a minimum): two partners, one manager, and at least two staff professionals. The manager and staff professionals will be substantially on-site full time throughout the conduct of their role in the audit. Other governmental audit professionals will be available to assist throughout the fieldwork and the preparation of the financial reports. The audit partner in-charge of fieldwork will correspond with the City management on financial reporting, audit and related issues on an ongoing basis, and this individual will also be dedicated to serve the City throughout fieldwork, reporting and conclusion in all respective fiscal years. Mauldin & Jenkins has the depth of resources which allows us to provide you with significant resources of knowledgeable professionals to meet your deadlines.

We realize that, regardless of our Firm’s qualifications, the quality of service the City receives will correlate directly to the skill level, dedication and resourcefulness of your audit engagement team. The individuals listed have been selected to serve the City based on their years of hands-on experience working with government entities, and for their commitment to exceeding client expectations. Your team members are dedicated and resourceful, and among the most talented in their field. We encourage you to contact us whenever you have questions and to view us not just as auditors, but as true advisors.

Individual Resumes of Proposed Staff

Please see the following pages for information on key individuals who are available to serve the City during the audit process.

Wade Sansbury, CPA

Partner
Bradenton, Florida

941-741-2255
wsansbury@mjcpa.com



Wade Sansbury is a partner and a Certified Public Accountant with Mauldin & Jenkins. He is registered and licensed to practice in Florida and Georgia. Wade is a partner who works exclusively in the governmental sector of the Firm's audit practice. Wade has over 20 years of experience serving governmental clients (**including over 20 years of significant Electric Utility and Water/Sewer Utility experience**). Wade has been a Firm leader in auditing MEAG participants and knows the intricacies of municipal electric operations. This experience has included serving counties, cities, and special districts. Wade will have the overall engagement responsibility for the City including planning, developing the overall audit approach, supervision of staff, and will be a main contact point for the City. As the auditor in charge of the overall audit of the City, Wade meets the educational requirements under Florida Statutes, Chapter 11.45 as required by the RFP. Note that through Wade's past experience serving MEAG clients, he has extensive experience in dealing with FERC and NARUC requirements and has extensive experience auditing large public utilities including water, sewer operations, electric operations, and natural gas operations.

Technical Experience

During his career, Wade has served numerous governmental clients on behalf of the Firm including 23 municipalities, 4 counties, and 23 special districts/authorities. He currently serves 20 such entities in Florida. A condensed listing of governmental audit clients served by Wade as partner is listed below:

- City of Bradenton
- City of Haines City
- City of Marco Island
- City of Naples
- City of North Port
- City of Cooper City
- City of Pensacola
- City of Plant City
- South FL Regional Transportation
- Tampa Bay Water

Professional Associations and Education

- Bachelor of Business Administration in Accounting from Valdosta State University in 1995
- Certified Public Accountant licensed by the States of Florida and Georgia
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Wade is currently serving as the Firm's Bradenton Office Managing Partner and is also a member of the Firm's seven member Executive Committee, which governs the actions and directions of the Firm. Wade also currently serves on the Bradenton Area EDC Investor Relations Committee. Note that Wade has many years of experience preparing financial statements in accordance with GASB 34 as well as preparing comprehensive annual financial reports meeting all of the requirements of the GFOA certificate of excellence program. Wade also has extensive experience with multiple client computer systems and software and is a leader in the Firm for auditing such areas.

Audit Training

Wade annually exceeds the professional standards requirements requiring 80 hours of CPE every two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. He attends annual Firm sponsored governmental accounting and auditing updates, as well as Single Audit updates, the FGFOA conference, AICPA sponsored courses, and various other courses. Wade has additionally volunteered as instructor for various FGFOA chapter training courses across the state. Listed below are just some of the training courses Wade has attended over the last few years:

- 2017 FICPA Ethics: Protecting the Integrity of Florida CPAs – 4 credit hours
- 2017 FGFOA – North Central Chapter – Preparing for your Audit, Gainesville, FL – Instructor – 4 credit hours
- 2017 M&J Governmental Conference – Instructor and Participant – 16 credit hours
- 2016 National AICPA Government and Nonprofit Conference, Las Vegas, NV – 24 credit hours
- 2016 M&J Governmental Conference – Instructor and Participant – 16 credit hours
- 2016 M&J Single Audit Update – 12 credit hours
- 2015 National AICPA Governmental Accounting and Auditing Update, Washington, DC – 16 credit hours
- 2015 FGFOA – Panhandle Chapter Quarterly Meeting, Defuniak Springs, FL – Instructor – 8 credit hours
- 2015 M&J Governmental Conference – Instructor and Participant – 16 credit hours
- 2015 Predictive Index Management Workshop – 14 credit hours

Miller G. Edwards, CPA

Partner

478-464-8003

medwards@mjcpa.com

Miller is a member (i.e. partner) and a certified public accountant with Mauldin & Jenkins. His experience covers a variety of clients in federal, state and local government. He is responsible for the Firm-wide governmental practice division of Mauldin & Jenkins. He is a past member of the Firm's seven member Executive Committee, which governs the actions and directions of the Firm, and is a member of the Firm's Audit and Accounting (A&A) Committee. Miller would serve as the engagement quality control review partner for the City's engagement.

**Technical Experience**

Beginning in June of 1986, Miller has over 30 years of experience in providing public accounting services to the governmental sector, all of which has occurred as an auditor with Mauldin & Jenkins. Since becoming a partner, Mauldin & Jenkins has become the leader in auditing state and local governmental units in the Southeast. Under Miller's leadership, Mauldin & Jenkins now serves approximately 400 governmental units. As a partner, Miller serves both large and small governmental units, and is involved directly, and indirectly, in serving over 70 such governmental entities over the past three years (in the capacity of engagement partner in-charge or quality control review partner). A detailed listing of these clients served is available upon request.

Professional Associations and Education

- Bachelor of Business Administration in Accounting and Risk Management & Insurance from the University of Georgia in 1986
- Certified Public Accountant licensed by the States of Florida, Georgia, and Alabama
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Audit Training

Miller annually exceeds the minimum training requirements and standards. Miller spends a significant amount of time providing training to governmental accounting professionals through state conferences and our free Mauldin & Jenkins CPE provided to our clients. Listed below are just a few of the training courses Miller has attended over the last few years:

- 2017 M&J GASB No. 87 *Leases* – Participant
- 2017 M&J Compliance with the Uniform Guidance – Participant
- 2017 Georgia Government Finance Officers Association Annual Conference: Presenting Financial Information to Non-Financial People; and, Presenter on Auditor Panel – Instructor and Participant
- 2017 M&J Annual Governmental Conference – Instructor and Participant
- 2017 City of Dunwoody Accounting Conference: GASB No. 77 *Tax Abatement Disclosures*; Interfund Activities and Deficits in Government; Communicating Financial Information to Non-Financial People – Instructor
- 2017 M&J Information Systems Technology Update – Participant
- 2017 University of Georgia’s Carl Vinson Institute of Government Introductory and Intermediate Accounting and Financial Reporting to employees of State & Local Governments of Georgia (6 days of instruction) – Instructor
- 2016 South Carolina GFOA Fall Conference, GASB Update – Instructor
- 2016 M&J Annual Governmental Conference – Instructor and Participant
- 2015 M&J Implementing the New Government Pension Standards – Instructor and Participant
- 2015 McGladrey Southeast Regional Alliance Meeting – Participant
- 2015 M&J Annual Governmental Conference – Instructor and Participant

Trey Scott, CPA

Audit Director (Senior Manager)
 Bradenton, Florida

941-741-2202
tscott@mjcpa.com



Trey Scott is a manager and a Certified Public Accountant with Mauldin & Jenkins specializing in serving local and state governmental entities. He is registered and licensed to practice in the States of Florida and Georgia. Trey has 10 years of experience, all with Mauldin & Jenkins. His experience as a manager with the Firm covers a variety of state and local governmental organizations in Florida, Georgia, and South Carolina. He spends **100% of his time serving local governments** emphasizing cities, counties and special purpose entities and authorities. He will have responsibility for developing the overall audit approach, supervision of staff, and will be a main contact point for the City.

Technical Experience

During his career, Trey has served numerous governmental clients on behalf of the Firm which include over 30 governmental entities – He currently serves 7 such entities in the State of Florida. This includes **12 municipalities**, 7 counties, 4 State entities, and 11 special purpose entities. Included in the municipalities served by Trey in the past three years as engagement director (senior manager) are the **City of Pensacola, the City of Cooper City, the City of Augusta, and the City of Charleston.**

Additionally, Trey has significant experience with **federal and state grant programs**. He is the main review person for the Bradenton office for single audit procedures. He attends significant single audit training each year and is responsible for teaching at Mauldin & Jenkins in house staff training annually as well as various FGFOA events.

Professional Associations and Education

- Bachelor of Arts Majoring in Business Administration from Austin College
- Master of Public Accountancy from the University of West Georgia
- Certified Public Accountant licensed by the State of Florida
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Audit Training

- 2017 FGFOA SW Florida Chapter – “GASB 74 & 75 and GASB 87” – Instructor
- 2017 FGFOA School of Governmental Finance – “GASB 63 & 65 and Presenting Financial Information to Non-Financial People” – Jacksonville, Florida – Instructor
- 2017 FICPA State and Local Government Conference – “Financial Reporting Deficiencies in State and Local Government Financial Reports” – Orlando, Florida – Instructor
- 2017 FGFOA Panhandle Chapter Meeting – GASB Update, Common Financial Reporting Deficiencies and Presenting Financial Information to Non-financial People – Shalimar, Florida – Instructor
- 2017 M&J Governmental Conference – Participant/Instructor
- 2017 FGFOA – North Central Chapter – Preparing for your Audit, Gainesville, FL – Instructor
- 2016 Ethics For Florida CPA’s
- 2016 M&J Governmental Conference
- 2016 Single Audit Update
- 2015 M&J Annual Governmental Conference – Instructor and Participant

Daniel Anderson, CPA

Manager
Bradenton, Florida

941-741-2213
danderson@mjcpa.com



Daniel Anderson is a manager and a Certified Public Accountant with Mauldin & Jenkins. He is registered and licensed to practice in the State of Florida. Daniel is a manager who works exclusively in the governmental sector of the Firm’s audit practice. Daniel has approximately 9 years of experience serving governmental clients including those with utility operations. His experience covers governmental accounting and auditing and has provided audit services to numerous governmental and not-for-profit organizations, including cities, counties, school districts, and other entities. Daniel has significant experience with his client’s computer systems. This includes specific experience with remote auditing via web access to client information. Daniel

will have responsibility for developing the overall audit approach, supervision of staff, and will be a main contact point for the City.

Technical Experience

During his career, Daniel has served numerous governmental clients on behalf of the Firm including 13 municipalities, 1 county, and 5 special districts/authorities. He currently serves 10 such entities in Florida. A condensed listing of governmental audit clients served by Daniel as manager is listed below.

- City of Bradenton
- City of Plant City
- City of Naples
- City of Marco Island
- City of Cooper City
- Town of Lake Placid
- Village of Islamorada
- Town of Longboat Key

Professional Associations and Education

- Bachelor of Science in Accounting from Florida State University in 2008
- Certified Public Accountant licensed by the State of Florida
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Note that Daniel has many years of experience preparing financial statements in accordance with GASB 34 as well as preparing CAFRs meeting all of the requirements of the GFOA certificate of excellence program. Daniel also has extensive experience with multiple client computer systems and software.

Audit Training

Daniel annually exceeds the professional standards requirements requiring 80 hours of CPE every two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. He attends annual Firm sponsored governmental accounting and auditing updates, as well as Single Audit updates, the FGFOA conference, AICPA sponsored courses, and various other courses. Listed below are just some of the training courses Daniel has attended over the last few years:

- 2017 FICPA State and Local Government Conference – “Financial Reporting Deficiencies in State and Local Government Financial Reports” – Orlando, Florida – Instructor
- 2017 M&J Governmental Conference – Participant/Instructor
- 2016 M&J Governmental Conference – 16 credit hours
- 2016 M&J Single Audit Update – 12 credit hours
- 2015 M&J Governmental Conference – 15 credit hours
- 2015 AICPA Governmental and Not for Profit Update – 12 credit hours
- 2015 M&J Single Audit Update – 12 credit hours
- 2015 M&J CAFR Preparation Training – (8 credit hours)

Partner & Staff Continuity

We are committed to providing continuity of our engagement team members. We recognize that this is also an important factor for the City, as it limits the amount of retraining that needs to be performed each year. **Our staff retention rates of approximately 90%** over the past three years are considered to be among the best in the profession (and much better than national firms). We are able to not only provide consistency with the partners and managers on our engagement teams, but seniors and staff as well.

It is also our goal to minimize disruptions to the City by staffing the engagement so as to provide continuity, both during and between audits. It is the Firm's policy not to rotate key audit staff, consultants or specialists off a multi-year contracted audit engagement. Consequently, it is not anticipated that any key audit personnel will be rotated away from the City's annual audit. For your engagement we intend to ensure that the key team members (Mr. Sansbury and Mr. Scott) will be returned to the City's engagement each year over the contract term unless changes are requested by the City. In any business, however, turnover is possible. When this happens, we will provide resumes if requested of suggested replacements and any changes in key personnel would always be discussed timely with City officials to their satisfaction.

Identification of Other Available Audit Partners and Other Key Professionals

It should be noted that we have additional managers and seniors who spend the majority of their time on governmental audits, and they are available on an as needed basis. These individuals could be utilized on the City's audit as needed to ensure timely completion and delivery of services. All staff assigned to the engagement, meet the continuing education requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.

On the following pages is information on several additional key individuals who are available to serve the City during the audit process.

Alison N. Wester, CPA, CGMA

Partner
Bradenton, Florida

941-714-7963
awester@mjcpa.com



Alison Wester is a partner and a Certified Public Accountant with Mauldin & Jenkins. She is registered and licensed to practice in Florida and Georgia and has been with the Firm since graduation from college. Alison is a partner who works with governmental entities as well as other entities within the Firm's audit practice. Alison has over 20 years of experience serving Firm attestation clients. This experience has included serving cities, special districts, and pension plans. Alison would be available to serve as a supporting resource partner to the City.

Technical Experience

During her career, Alison has served numerous governmental clients on behalf of the Firm including 10 municipalities, 10 special districts/authorities, and 7 pension plans. A detailed listing of these clients served is available upon request.

Professional Associations and Education

- Bachelor of Business Administration in Accounting from the University of Georgia in 1996
- Certified Public Accountant licensed by the States of Florida and Georgia
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Florida Institute of Certified Public Accountants (FICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Florida Government Finance Officers Association (FGFOA)

Alison has served on the Firm's Partner Advisory Board and is a current member of the Firm's Leadership and Career Development Committee. She served on the AICPA's Examination Content Subcommittee for the Financial Accounting and Reporting section of the CPA Examination. She is a current member of the AICPA's Women's Initiatives Executive Committee Task Force. Additionally, Alison is also an executive

board member and treasurer for the St. Stephens Episcopal School Parents' Association in Bradenton, as well as a board member and secretary for the Excelsior Education and Training Foundation, also in Bradenton.

Audit Training

Alison annually exceeds the minimum training requirements and standards. She has many years of experience preparing financial statements in accordance with GASB 34 as well as preparing comprehensive annual financial reports meeting all of the requirements of the GFOA certificate of excellence program. Listed below are just a few of the training courses Alison has attended over the last few years:

- 2017 M&J Governmental Conference – Participant
- 2017 M&J Client CPE – 2 days – Participant
- 2017 Ethics For Florida CPA's
- 2016 M&J Governmental Conference – Participant –16 credit hours
- 2015 M&J Governmental Conference Participant – 16 credit hours
- 2015 Single Audit Update Participant – 12 credit hours
- 2015 Government and Nonprofit A&A Update – Participant – 8 credit hours
- 2015 AICPA National Conference Participant – 12 credit hours

Joel Black, CPA

Partner
Atlanta, Georgia

678-589-5102

jblack@micpa.com



Joel Black is a member (i.e. partner) and a certified public accountant with Mauldin & Jenkins. His experience covers a variety of clients in federal, state and local government, and non-profit organizations. He currently serves on the Firm's Audit and Accounting (A&A) Committee, helping establish audit policies and answering technical questions for the Firm's governmental partner group. Joel would be available to serve as a supporting resource partner to the City.

Technical Experience

Joel has over 26 years of experience in public accounting, 12 years of which was with KPMG LLP serving a wide range of government clients. He joined Mauldin & Jenkins in 2004, becoming a partner in 2005. He currently serves on the Firm's Audit and Accounting Committee, helping establish audit policies and answering technical questions for the Firm's governmental partner group. Joel currently **serves on the AICPA's State and Local Government Expert Panel** and recently served on the Executive Committee of the AICPA's Government Audit Quality Center. He was also recently the chairman for one of five national AICPA task forces focused on improving the quality of Single Audits within the auditing profession. His task force encompasses improving the testing of internal controls and compliance. Among his duties include rewriting three chapters of the AICPA Audit Guide on *Government Auditing Standards* and Single Audits. As a partner, Joel serves both large and small governmental units, and is involved directly, and indirectly, in serving over 30 such governmental entities over the past three years (in the capacity of engagement partner in-charge or concurring review partner). A detailed listing of these clients served is available upon request.

Professional Associations and Education

- Bachelor of Business Administration in Accounting from the Georgia State University
- Certified Public Accountant licensed by the State of Georgia
- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Government Finance Officers Association (GFOA)
- Member of the Association of Government Accountants

Audit Training

Joel annually exceeds the minimum training requirements and standards. Listed below are just a few of the training courses he has attended over the last two years:

- 2018 UGA Carl Vinson Institute of Government – Annual GASB Update – Instructor
- 2017 GSCPA, Government Accounting and Auditing Conference – Instructor
- 2017 M&J Government Client Training – 3rd Quarter – Instructor
- 2017 AICPA Webcast – Accounting and Auditing OPEB – Instructor
- 2017 Georgia Government Finance Officers Association Annual Conference – Instructor
- 2017 Florida Society of CPAs – Governmental Conference – Instructor
- 2017 AICPA Government Accounting and Auditing Conference, Washington DC – Instructor
- 2017 M&J Internal Government Conference – Instructor
- 2017 Georgia Government Finance Officers Association Webcast – Financial Reporting Model Re-examination – Instructor
- 2017 City of Dunwoody Accounting Conference – Instructor
- 2017 AGA, Atlanta Chapter Government Accountability Training – Instructor
- 2017 GSCPA, Non-Profit Accounting and Auditing Conference – Instructor
- 2017 AICPA, GAQC Annual Update National Webcast – Instructor

Other Staff Resources (Technology Services and Fraud Examinations)

We have individuals with extensive experience and certifications relative to Information Systems Technology as well Fraud Examinations. The following two individuals are available to be of service to the City should the need arise:



Jameson A. Miller, CPA, CISA (Pending)
Director, Information Technology & Audit Services

Jameson Miller is a director and has been with Mauldin and Jenkins since graduation from the University of Tennessee at Chattanooga. For 11 years, Jameson has provided audit services to public and private entities throughout the Southeast. In addition, he has experience managing and performing information system reviews.

Jameson has experience in the audits of general controls, application controls as well as electronic audit sampling and data extraction. He has extensive experience in SOX, SOC1, and GLBA compliance program implementation, testing and reporting. His technical expertise includes performing, vulnerability and risk assessments and penetration testing of information systems using both technical and social engineering techniques. Further, Jameson has:

- Managed and performed regulatory compliance reviews including: Gramm Leach Bliley Act, and Sarbanes Oxley

- Managed and performed technical audits and security assessments of computer systems (penetration testing, vulnerability assessments, and application reviews)
- Performed SSAE 16 Service Organization Controls Audits (SOC 1, 2, 3)

Jameson is a member of the American Institute of Certified Public Accountants (AICPA), the Tennessee Society of Certified Public Accountants (TSCPA), and ISACA (Information Systems Audit and Control Association). He currently serves on the Board of Directors for the Chattanooga Chapter of the TSCPA. In addition, Jameson is an avid outdoor enthusiast and enjoys volunteering his spare time by serving on the Board of Directors of the Cumberland Trail Conference. Jameson is a licensed Certified Public Accountant with the State of Tennessee. He has passed the examination for the Certified Information Systems Auditor (CISA) designation through ISACA.

Kris Trainor, CPA and CFE
Certified Fraud Examiner

Kris Trainor is a partner with Mauldin & Jenkins. Kris received his BBA in Accounting from Georgia Southern University. Since joining Mauldin & Jenkins in 1995, Kris has worked primarily on audit and consulting engagements. His experience ranges from fraud examinations, agreed-upon procedures, internal audits, financial statement audits, lender compliance, mortgage company audits, governmental audits, and loan servicing compliance audits. He also has audit and inventory experience in the manufacturing industry. Kris is a member of the American Institute of Certified Public Accountants, the Georgia Society of Certified Public Accountants, the Association of Certified Fraud Examiners, Beta Gamma Sigma, and Beta Alpha Psi.



Other Staff Auditors & Accountants

Prior experience with government audits is as important for the staff as it is for management. Experience in governmental accounting and auditing minimizes the amount of time the staff will require to fully understand the complexities of the operations and financial accounting and reporting systems. Prior experience also enables the staff to recognize problems early in the engagement. This, in turn, allows the desired early consideration and resolution of problems. All staff assigned to the City's engagement will have prior experience serving government clients and/or will have substantial government audit training. All staff assigned to the City will be on-site throughout the entire engagement.

We would like to stress the fact that the majority of our governmental staff work on state and local governments 100% of their time. This reduces the "learning curve" on most all audits by reducing the amount of "on-site training" that occurs at most national accounting firms. This is very evident in our proposed hours, which are typically much less than that of other firms. Our staff knows what is required and how to get the work done efficiently and effectively. Our staff members understand the laws and regulations specifically pertinent to Florida entities. We also normally have more high-level hours of service by our partners and managers (in the conduct of fieldwork) than the national firms, thereby reducing redundancy and other audit engagement inequities. We bring our experience to the field where timely decisions can be made.

Conflict of Interest

Mauldin & Jenkins has no conflicts of interest or any potential conflicts of interest with the City of Gainesville Florida. We have had no prior relationship with the City and as noted previously we are independent with regards to the City. We have no vested interests of any kind which might be considered a conflict of interest.

Specific Audit Approach

Our Understanding of the Needs of the City

The City segment requires our Firm to express an opinion on the fair presentation of its basic financial statements in conformity with auditing standards generally accepted in the United States of America. The City segment also requires our Firm to express an opinion on the fair presentation of supplemental information (including combining and individual fund financial statements and schedules) in relation to the basic financial statements taken as a whole. Separate audit opinions will be issued on the separate financial statements of the City's Pension and Other Post-Employment Benefit (OPEB) Funds, Wild Spaces Public Places Capital Projects Funds and Community Redevelopment Agency (CRA) Funds (a combined component unit) as part of the City audit. We will not be required to audit the schedule of federal awards and state financial assistance. However, the our Firm will provide an "in relation-to" report on that supplemental information as well, based on the auditing procedures applied during the audit of the financial statements.

Our Firm may be requested to perform other attest services at the discretion of the City. Any such additional work agreed to between the City and the Firm shall be performed upon the approval of the City Auditor with confirmation by the City Commission if required. Fees for such authorized additional work shall be negotiated at that time in accordance with the RFP.

Audit Methodology

Our audit of the financial statements will be conducted in accordance with auditing standards generally accepted in the United States of America and will conform to the standards as set forth in the following:

- "Generally Accepted Auditing Standards" developed by the American Institute of Certified Public Accountants (AICPA).
- Government Auditing Standards issued by the Comptroller General of the United States (also referred to as "Yellow Book").
- Audits of State and Local Governmental Units issued by the American Institute of Certified Public Accountants.
- Single Audit Acts Federal and State of Florida.
- OMB Circular A-133 and other applicable OMB circulars.
- Sections 11.45 and 218.39 of the Florida Statutes.
- Regulations of the State of Florida Department of Financial Services.
- Rules of the Auditor General and other Florida agencies as relevant.

Reports to be Issued – Special Note: We will make an immediate, written report of all irregularities and illegal acts of which we become aware to the City Auditor, who is responsible for notifying other appropriate parties.

Following the completion of the audit of the fiscal year's financial statements, we will issue the following:

- 1) A report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
- 2) A report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America for the Pension and OPEB plans, CRA and Wild Spaces Public Places Capital Projects Funds.
- 3) A report on the internal control structure based on the auditor’s understanding of the control structure and assessment of control risk.
- 4) A “management letter” required by Section 218.39 (3)(a)(4), Florida Statutes and described in detail in State of Florida, Rules of the Auditor General, Effective September 30, 2016, Section 10.554 (1)(i).
- 5) Any additional reports required by the City’s grantors.
- 6) Reports required by the Single Audit Act to include:
 - a) An “in relation-to” report on the schedules of federal awards and state financial assistance.
 - b) A Report on Compliance and on Internal Control over Compliance Applicable to Each Major Federal Awards Program and State Financial Assistance Project in accordance with U.S. Office of Management and Budget Circular A-133 Compliance Supplement, and the requirements described in the State Projects Compliance Supplement.
 - c) In the required report(s) on internal controls, we will communicate any significant deficiencies found during the audit. A significant deficiency shall be defined as a control deficiency or a combination of control deficiencies that adversely affects the organization’s ability to initiate, authorize, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the financial statements that is more than inconsequential will not be prevented or detected by the organization’s internal control.
 - d) Significant deficiencies that are also material weaknesses shall be identified as such in the report.
 - e) Other conditions discovered by the auditors shall be reported in the management letter required by Florida Statutes Section 218.39 (3)(a)(4), Florida Statutes and described in detail in State of Florida, Rules of the Auditor General, Effective September 30, 2016, Section 10.554 (1)(i).

Use of the audited Financial Statements, opinions or any of the above named reports will not result in additional compensation unless their use requires additional certification or services on the part of the firm.

Special Considerations –

- 1) The City will send a comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting Program. It is anticipated that the auditor for General Government will be required to provide special assistance to the City to meet the requirements of that program by providing technical advice to ensure awarding of certification.
- 2) The schedule of federal awards and state financial assistance and related auditor’s report, as well as the reports on the internal control structure and compliance are to be issued in conjunction with the comprehensive annual financial report.
- 3) The General Government auditor shall complete and forward form SF-SAC, a Single Audit Requirement described in section 320 of OMB Circular A-133 to the City for filing with the Federal Audit Clearinghouse.

- 4) It is anticipated that the auditor will be required to provide assistance under this contract to meet the requirements of all newly issued GASB statements.

High Percentage of Partner & Manager Involvement – Partner and manager involvement varies with different firms. At Mauldin & Jenkins, we believe it is important for our partners and managers to be highly involved in the audit process, including fieldwork. We bring our experience to the field. This is a value-added concept most firms do not employ. That being said, we believe it is important to note that our proposal includes:

- Substantial Partner Hours as Compared to Total Hours.
- Substantial Manager Hours as Compared to Total Hours.
- Approximately 56% of all anticipated hours of service are partner and manager hours which means we bring our experience to the field and not just the front end and back end of the audits.

Tailored Approach – For each engagement we begin with a detailed audit plan based on our detailed understanding of the City’s policies, procedures, and risk areas. We obtain this understanding through the performance of walkthroughs, internal control documentation questionnaires, and past experience working with the City. We then develop audit procedures based on our engagement specific risk assessment. We use Firm manuals specifically designed for governments to develop audit programs tailored to the City which incorporate the requirements set forth above. We anticipate that these procedures will enable us to express our professional opinion that the financial statements of the City present fairly, in all material respects, the financial position and results of operations of the various opinion units in conformity with accounting principles generally accepted in the United States of America.

Proposed Segmentation of the Engagement

Our professionals, who are knowledgeable with respect to audit requirements for governmental entities, will be assigned based on their expertise with respect to each segment. Our audit procedures, related documentation and quality review will be segregated by each segment as follows based on our review of the City’s prior financial statements, budgets, request for proposal, past experience, and other information available:



Segment I: Planning and Interim Procedures (August 2018)



Segment I:
Planning and
Interim
Procedures

This segment includes:

- Obtaining a signed engagement letter for the financial and compliance audit;
- Meeting with City management to discuss the scope of the audit, timing of our work, and preparation of client schedules, and to address any concerns;
- Reviewing previously issued and interim financial reports, comment letters, monitoring reports, and other supporting workpapers;
- Reading minutes of City meetings;
- Reviewing the City’s current year budget, as adopted and revised;
- Reviewing new debt agreements, and other various documentation;
- Obtaining an understanding of the City’s accounting policies and procedures, including the financial and other management information systems utilized by the City;
- Obtaining an in-depth knowledge of the EDP equipment, software and systems in use;
- Performing analytical reviews to determine critical areas and assess risks;
- Performing a preliminary evaluation of the internal control structure at the account and assertion level;
- Designing and performing applicable tests of controls related to the financial statements and internal accounts;
- Making fraud inquiries and assessing the risks of material misstatement;
- Obtaining a list of cash, investment, debt, and selected revenue accounts for confirmation purposes, as applicable;
- Determining audit strategies for balance sheet and operating statement accounts based on audit risk;
- Obtaining a preliminary schedule of expenditures of federal awards to initiate planning and internal control testing for the Single Audit;
- Preparing year-end audit programs;
- Meeting with appropriate City personnel to discuss the results of our preliminary audit work.

Segment II: Final Audit Fieldwork Procedures (Late October – November 2018)

This segment includes:

- Conducting an analytical review of account balances based on closing balances;
- Testing the valuation, restrictions and cut-offs of cash and investment balances, as applicable;
- Testing receivable cut-offs and balances, including an analysis of subsequent receipts;
- Testing cut-off and valuation of inventory;
- Reviewing and testing supporting documentation for the allowance for doubtful accounts, prepaid items and other assets;
- Vouching capital asset additions and deletions, analyzing charges for appropriate accounting and testing depreciation;
- Testing accounts payable cut-offs and balances, including an analysis of subsequent disbursements;



Segment II:
Year-end
Procedures
(Final Fieldwork)

- Testing accrued payroll, compensated absences, claims payable, OPEB payable, and other accrued liability cut-offs and balances;
- Testing debt balances and debt covenant compliance;
- Testing compliance with applicable laws and regulations;
- Testing the classification of net assets (unrestricted, restricted and net investment in capital assets);
- Performing analytical procedures and substantive testing of revenues and expenditures/expenses;
- Obtaining and auditing the final schedule of expenditures of federal awards;
- Completing compliance tests for the major programs selected for testing as required by the Federal Single Audit Act, as applicable;
- End of fieldwork exit conference.



**Segment III: Review, Completion & Delivery Procedures
(January/February 2019)**

This segment includes:

- Reviewing workpapers to ensure quality and thoroughness of audit procedures;
- Summarizing the results of audit procedures;
- Obtaining attorney letters;
- Evaluating commitments, contingencies and subsequent events;
- Proposing audit adjustments;
- Summarizing and evaluating passed audit adjustments;
- Evaluating compliance exceptions;
- Reviewing draft financial statements and related note disclosures;
- Performing financial condition assessment procedures;
- Preparing drafts of audit reports and management letter;
- Delivering drafts of audit reports and letters to appropriate client officials;
- Finalizing all reports and management letter;
- Obtaining signed representation letter and the City’s approval of the final financial statements;
- Drafting the Data Collection Form and obtaining the City’s approval;
- Preparing and providing the City a PDF document and “camera ready” copy of the audited financial statements;
- Final exit conferences and presentations with appropriate City officials.

Following the completion of the audit, we will provide written draft reports to management for review and approval including the following:

- An independent auditor’s report on the fair presentation of the Governmental Activities, Business-Type Activities, Each Major Fund, and the Aggregate Remaining Fund Information, which collectively comprise the City’s basic financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary information and the schedule of expenditures of federal and state awards “in relation to” the audited financial statements.
- An independent auditor’s report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*. Which will include any reportable conditions.

- An independent auditor’s report on compliance for each major program and on internal control over compliance required by OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 10.550, Rules of the Auditor General of the State of Florida. These reports will include any reportable conditions or instances of noncompliance.
- A management letter that outlines any constructive suggestions for improvement to management.
- Any comments required by the Rules of the Auditor General, Chapter 10.554(1)(i).
- Acknowledgement and communication surrounding Statement of Auditing Standards (SAS) No. 114, *The Auditor’s Communication with Those Charged with Governance*. We will provide, as required, communications to management on each of the following:
 - Our responsibility, as your auditors, under auditing standards generally accepted in the United States of America.
 - Accounting policies.
 - Management’s judgments and accounting estimates.
 - Financial statement disclosures.
 - Related accounting matters.
 - Significant difficulties encountered in performing the audit.
 - Audit adjustments.
 - Disagreements with management.
 - Representations from management.
 - Management consultation with other accountants.
 - Significant issues discussed with management.
 - Other information in documents containing audited financial statements.
 - Independence.

Based on the City’s request for proposal, we have also prepared a schedule of events, including level of staff and number of hours to be assigned to each proposed segment of the engagement, which is representative of the expected 2018 audit in the following tabular presentations:

Segmented Hours by Staff Level - City Audit				
Segments	Engagement Team Members by Level			
	Partner	Manager	Staff	Total
Segment I - Planning and Interim Procedures	20	60	100	180
Segment II - Final Audit Fieldwork Procedures	50	170	260	480
Segment III - Review, Completion & Delivery Procedures	50	70	20	140
Total Engagement	120	300	380	800

The timeframes reflected on the following page are estimates based on our understandings with the City as to its desires. We at Mauldin & Jenkins would be flexible in the timing of certain events as requested by the City. We want to work with City personnel in an effective manner. We intend to do a great deal of planning and tailoring of our approach from our initial visits. We do not want our clients to feel that they have to reinvent the wheel every time we ask for something. However, to make this process cost the City as little as possible (both in dollars and their individual time), it is important to start only when ready and avoid auditing a moving target.

Timing of Audit Process & Procedures - City Audit						
Segment Procedures	Fiscal Year 2018 Audit Calendar					
	July	August	Sept	Oct	Nov	Jan
Segment I - Planning and Interim Procedures						
Ongoing consultation on major issues & developments throughout the year, and greater discussions as year end approaches (such as new GASB standards and Uniform Guidance issues).	[Bar]					
Meet management and audit/finance committee to discuss audit risks and scopes and preliminary audit plan.	[Bar]					
Engagement team planning meetings and performance of interim audit procedures,	[Bar]					
Gain understanding of significant processes & key controls.		[Bar]				
Design and perform testing of key controls with goal of reducing substantive audit testing.		[Bar]				
Detemine nature, timing and extent of substantive tests to be performed.		[Bar]				
Finalize audit plan based on results to-date and gain approval of the audit/finance committee.		[Bar]				
Segment II - Final Audit Fieldwork Procedures						
Update tests of controls				[Bar]		
Perform substantive tests (detail testing of respective general ledger / trial balance accounts, and final analytical procedures & key ratios & relationship of financial data).				[Bar]		
Conduct a final review of risk assessments.				[Bar]		
Perform general audit procedures.				[Bar]		
Conduct of progress meetings with management as needed and as often as desired.				[Bar]		
Preparation and delivery of draft reports, findings, management letter comments, and any other deliverables.					[Bar]	
Meeting with management to discuss draft deliverables and final completion and presentation time-frames.					[Bar]	
Segment III - Review, Completion & Delivery Procedures						
Upon management's review, delivery of final deliverables to management.						[Bar]
Presentation of audit deliverables to the governing board.						[Bar]

Mauldin & Jenkins believes that we are uniquely qualified to perform the audit of the City. In a time in which very significant changes continue to be implemented in the City’s financial reporting model, it is imperative for the City’s auditors to understand the City’s financial reporting environment and processes. The team proposed to serve you is made up of individuals who have significant experience in auditing local governments of various sizes in the Southeast.

Extent of the Use of EDP Software in the Engagement

Mauldin & Jenkins utilizes a 100% paperless audit approach to the performance of all of our audits via the utilization of ProSystems Engagement. This software has been used by our Firm for many years and allows us to streamline the overall audit process. Additionally, standard Microsoft applications are utilized in conjunction with ProSystems. These include Word and Excel. All of our audit team members are equipped with laptop computers and are extensively trained in the use of our computer applications.



Our Use of City Software – Our Bradenton office team members have extensive experience with clients utilizing various accounting softwares. We have a thorough understanding of the system and use of the account inquiry, utility billing, cash management and various other functions and modules within these different governmental softwares. We are very proficient in its use and functions and thus typically have the ability to work on our own running reports, obtaining audit documentation, etc. during the audit process. Additionally, if given the access by our clients, we are able to also perform typical testing through client systems remotely from remote locations such as our office or elsewhere. We believe that this is an efficient way to utilize the City’s resources while also not burdening City staff with requests for information as we have knowledgeable professionals who can easily access the information through the City’s software, if available.

The Management Advisory Services (MAS) department of Mauldin & Jenkins includes certain individuals who have had substantial training in the accounting, auditing, and use of electronic data processing (EDP) Systems. To compliment these highly trained individuals, all members of the audit staff have also had significant training in computer auditing techniques. Mauldin & Jenkins uses a very detailed and structured approach in using computer auditing techniques, which has been extremely successful for us in our past engagements.

At the start of the engagement during our planning phase, we will assess the computer systems used by the City, and plan the specific computer aided auditing techniques to be used. This will decrease time spent in initial file setup, trial balance setup, and data integrity testing. This approach will allow for more effective audits resulting in a fast sort, filter and analysis of multiple transactions in a population, and provide for drilling down on those items that have the highest risk. Examples of uses of extraction and data analysis in our audit approach are as follows:

- 1) Summarizing disbursements for a period by dollar range and compare to policy guidelines for complying with certain attributes (approvals and signature requirements, etc.);
- 2) Searching check register listings for unrecorded items or checks written during the fiscal year;
- 3) Converting bank or investment activity statements to Excel to provide for a quick listing of deposits for an entire period/year;
- 4) Converting vendor file information to Excel and comparing employee files with addresses for any similar or unusual items related to vendor files;
- 5) Analyzing general ledger detail transactions and journal entries for effective and efficient testing of all activity for the fiscal year as compared to the prior year;
- 6) Downloading trial balances, detail journals, and selected transaction files into our software through IDEA.

The trial balance downloaded will then be used to agree to the ultimate draft of the City's financial statements ensuring that all adjustments and balances are brought forward into the financial statements and providing a clean audit trail for review and support of the City's financial statements.

Should the City desire a need for our computer aided techniques for non-audit purposes, we would be happy to assist management with our expertise in data extraction and analysis.

Approach to be Taken to Gain and Document an Understanding of the City's Internal Control Structure

For purposes of an audit of the financial statements and statutory, regulatory and contractual compliance, the City's control structure consists of the following five elements as they relate to the City's ability to conduct operations and use resources in accordance with management's authorization and consistent with laws, regulations, contracts and policies, and to record, process, summarize, and report financial data consistent with assertions embodied in the financial statements: (1) the control environment; (2) risk assessment; (3) control activities; (4) information and communication processes/systems; and (5) monitoring. The internal control structure and its policies and procedures are an important source of information about the types and risks of potential material misstatements that could occur in the financial statements and violations of statutory, regulatory and contractual requirements. This information is essential for effective audit planning and in designing effective and efficient audit tests.

In our understanding of the City's internal control structure, we will obtain knowledge about:

- How internal control structure policies, procedures and records are designed;
- Whether internal control structure policies, procedures and records have been placed in operation, i.e., whether the City is using them;
- Whether internal control structure policies, procedures and records are designed effectively, i.e., whether they are likely to prevent or detect material misstatements or compliance violations on a timely basis; and,
- Whether internal control structure policies, procedures and records are operating effectively.

Auditing standards generally accepted in the United States of America require the auditor to document our understandings of the internal control structure elements. The form and extent of documentation is flexible. Generally, the more complex an entity's internal control structure and the more extensive the procedures performed to obtain the understanding, the more extensive our documentation should be. In addition to memos, we plan to use specific designed forms and questionnaires to document our understanding of the internal control structure. Recent changes in auditing standards, known as the risk assessment standards, denote that the auditor is not required to test internal control so as to rely on them to reduce other test work, but do not allow for only inquiry procedures related to internal control. We are required, and will perform, other procedures, such as walkthroughs and observation, related to controls over significant financial statement and audit assertions.

Approach to be Taken in Determining Laws and Regulations to be Subject to Audit Test Work

Our approach to be taken to determine the laws and regulations that will be subject to audit test work will include procedures designed to identify requirements found in legal or legislative data, administrative regulations, and documents associated with grant and contract arrangements. The following procedures and policies will be applied depending on the nature and materiality of the laws and regulations:

- During the planning phase, the type of audit to be performed, as it relates to compliance matters, will be communicated to all personnel assigned to the engagement.
- Obtain a list of all federal award programs from which the client received and expended funds and identify, using the prescribed risk-based approach, the major programs required to be audited. If a program-specific audit is required, identify the award program to be audited.
- Identify applicable state and local statutory and regulatory requirements and contractual requirements.
- Plan and document the audit procedures to be performed relative to material state and local statutory and regulatory requirements and contractual requirements.
- Perform and document federal, state, and local statutory, regulatory and contractual compliance audit procedures as deemed to be applicable and appropriate during the planning stage of the engagement.
- Make specific inquiries of management concerning the following matters:
 - The City’s compliance with laws and regulations.
 - The City’s policies relative to the prevention of statutory, regulatory and contractual violations.
 - The use of directives issued by the City and periodic representations obtained by the City from officials and other management personnel at appropriate levels of authority concerning compliance with laws and regulations.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

Applicable auditing standards state that, in testing for compliance with laws and regulations, the number, selection, and testing of transactions is based on the auditor’s professional judgment. None of the guidelines, primarily AU-C Section 250, explain whether this requirement to select a representative number for testing compliance means that audit sampling is necessary.

The two possible approaches to audit sampling are nonstatistical and statistical. AU-C Section 530 *Audit Sampling* indicates that both of these approaches are capable of producing sufficient evidential matter, if properly applied. The types of procedures that are applied are not determined by the sampling approach used. Either approach may be used to apply whatever tests of details deemed necessary in the circumstances. The importance of professional judgment cannot be overemphasized as it applies to the evaluation of the adequacy of evidential matter generated by the sampling approach. Regardless of the sampling approach selected, we will properly plan, perform, and evaluate the results of the sample. Professional judgment must be used to relate the sample results to other evidential matter when we form a conclusion about compliance with laws and regulations. It should be noted, however, that not all tests of compliance or controls are transaction related. If we decide to use audit sampling, attention is focused on which sampling approach (statistical or non-statistical) to use. Substantial information is given in the AICPA Sampling Guide and several college and professional books on the use of various statistical sampling approaches.

The basic requirements that relate to all compliance related samples, statistical and nonstatistical, are as follows:

- **Planning.** We will relate the population to the objective of the audit test; i.e., defining the population and sampling unit.
- **Selection.** We will select items that can be expected to be representative of the population.
- **Evaluation.** We will project sample results to the population and consider sampling risk.

In a compliance sampling application, the population is defined as all items that constitute the account balance or class of transactions, or the portion of the balance or class, being tested (i.e., all expenditures of the City above a certain threshold required to be bid). The population for a substantive sample usually is the account balance or class of transactions excluding those items selected for testing because of individual significance. The term individually significant item encompasses two types of items:

- Individually significant dollar items
- Unusual items (that is, items that have audit significance by their nature)

Due to the nature of tests of controls, we ordinarily are not concerned with identifying individually significant items when tests of controls are performed using audit sampling.

Sampling results can be projected only to the population from which the sample is drawn. The use of the wrong population for a sampling application could mean that conclusions based on the sample are invalid for our purpose.

The sampling units are the individual items that are subjected to tests and that represent the components of the population. It is important to properly identify the sampling unit before the sample is selected to produce an efficient and effective sampling application. Examples of sampling units would be individual capital disbursements, etc. The determination of the specific sampling unit is influenced by the following considerations:

- The sampling unit should produce an efficient sampling plan.
- The sampling plan must be effective to accomplish its objectives.
- The nature of the audit procedures can determine the sampling unit to be used. AU-C Section 530 requires a “representative sample”. There are several commonly used methods of selecting samples that meet the criteria of representativeness stipulated by AU-C Section 530. The following are some of those methods:
 - **Random selection.** Regardless of the method of sampling used, statistical or nonstatistical, a random selection provides each item in the population an equal chance of being selected. Numerous random selection methods are discussed in the AICPA Sampling Guide, including stratified random sampling.
 - **Systematic sampling.** This method can be used with nonstatistical or statistical sampling to give every item in the population an equal chance of being selected if a random start is used. However, it may not produce an equal opportunity for all combinations of sampling units to be selected unless numerous random starts are made. The population is divided by the number of sample items to determine the sampling interval to use.
 - **Haphazard selection.** Under this method, nonstatistical sample items are selected in no specific pattern without bias for or against any items in the population. This could be done by selecting a sample of items from the paid invoices for the year if there were no bias for or against large ones. We may use this method provided care is taken to be sure no conscious bias is added to the selection process.

We will evaluate whether the sample selected seems representative of the population to be tested. If the sample does not seem representative, we would reselect.

For substantive tests of details, we will, if practical, stratify any remaining population. Generally, the remaining population should be divided into at least two subgroups that are more similar in dollar amount.

One useful approach to stratification is to base this division on the average amount of an item in the remaining population. All items above the average amount would be one subgroup, and all items below that amount would be the other subgroup.

For all items in the population to have a chance to be selected, we will determine that the sample population actually includes all the items (e.g., capital disbursements, etc.) comprising the balance. There are many ways to determine the completeness of a sample population, including:

- If the sample is selected from a trial balance, we can foot the trial balance and reconcile the total to the account balance.
- If the items are numerically sequenced, we can scan the accounting records to account for the numerical sequence of items in the population and select the sample from that sequence.

The two sampling forms presented both include a step that allows the auditor to document how the completeness of the sample population was considered. Whenever practical, we will consider using random selection (with a random number table or microcomputer-generated numbers) or systematic selection. Haphazard selection may be used when the population is not numbered or when other circumstances make use of a random-based method impractical. Using one of these random-based methods does not make the sampling application statistical.

The evaluation of sample results has two aspects. We will need to project the noncompliance. Also, we will need to consider the sampling risk. In a statistical sample, sampling risk must still be considered and restricted to a relatively low level but cannot be objectively measured. This is the primary conceptual distinction between statistical and non-statistical sampling. In the two non-statistical sampling approaches presented in this section, sampling risk is assessed by considering whether the rate or amount of exceptions identified in the sample exceed the expected rate or amount of exceptions used in designing the sample.

Approach to be Taken in Reviewing Financial Statements

Mauldin & Jenkins will utilize a multi-level approach in reviewing the City's financial statements. The financial statements will go through a detailed review and tracing to the underlying accounting records, where each number in the financial statements and footnotes are traced back to its source. Additionally, during this process the review will ensure all amounts agree internally (i.e. the footnotes agree to the face of the financial statements). During the detail review and tracing process, the financial statements will also be read for clarity, consistency and compliance with applicable standards (GASB, GFOA and the State of Florida). This detail review is performed by the manager or partner. Any comments that arise from this review will be communicated to the City. Suggestions for improvement and comments that are not technical corrections will be left to the discretion of management for correction as the financial statements are the representation and responsibility of management.

Subsequent to the detailed review, a quality control review will be performed by the engagement quality control review partner where the statements again are read for clarity, consistency, and compliance with applicable standards.

A final check of the clerical accuracy (footing of all schedules and tables), formatting, and proof read occur subsequent to the quality control review.

We have found throughout our approximate 100 year history that this multi-level approach is the most efficient and proven financial statement review process.

Approach to be Taken in Assessing Risks of Information Systems related to Financial Reporting

While we are not required to test controls related to the City's information systems, reliance on these systems is an important part of the overall support provided for the entities account balances. We recognize the risks associated with potential data processing abnormalities, human error, or user access issues in the entities information systems and the effect these issues could have on the financial statements.

As a result, we perform a number of walkthrough procedures (typically as part of our preliminary procedures) on the significant audit areas to ensure the entities controls are operating effectively. These walkthrough procedures take into account the necessary controls related to the entities information systems and whether those controls are operating effectively. Additionally, in the first year of our contract, we will go through each significant audit area internal control questionnaire with management to aid in identifying additional risks associated with the information systems control environment as it relates to the respective financial and compliance audits. These questionnaires will be updated annually through discussions with management and the annual walkthrough procedures performed.

Proof of Professional Liability Insurance

The Florida Administrative Code section **61H1-26.002**, regarding the minimum capitalization or adequate public liability insurance for Florida Firms, states that:

A Florida firm, with the exception of a sole proprietorship, shall not engage in the practice of public accounting in this state unless: (1) Assets in excess of liabilities and professional liability insurance combined are at least equal to \$50,000 per shareholder, officer, member, or partner and any Florida licensed certified public accountant to a maximum of \$2,000,000.

Mauldin and Jenkins is in full compliance with this requirement. As of the Firm's most recent fiscal year end of May 31, 2018, total firm capital equaled approximately \$18.2 million with 39 equity partners. Additionally our firm carries more than adequate levels of insurance as noted within the attached forms. Therefore our approximate total per equity partner is \$467k which is well within the Florida Administrative Code requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/31/2017

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).

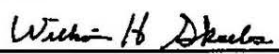
PRODUCER PointeNorth Insurance Group, LLC PO Box 724728 Atlanta GA 31139	CONTACT NAME: Selena Durden PHONE (A/C, No, Ext): (770)858-7540 FAX (A/C, No): (770)858-7545 E-MAIL ADDRESS: sdurden@PointeNorthIns.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B:</td> <td>Rated by Multiple Companies</td> <td>00914</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Insurance Company	10677	INSURER B:	Rated by Multiple Companies	00914	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Mauldin & Jenkins, LLC 200 Galleria Parkway SE Suite 1700 Atlanta GA 30339-5946																					

COVERAGES **CERTIFICATE NUMBER:** CL1783161877 **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	ECP0258054/EBA0258054	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 Employee Benefits \$ 2,000,000								
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ECP0258054/EBA0258054	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			EXS 0262115	07/01/2017	07/01/2018	EACH OCCURRENCE \$ AGGREGATE \$ \$								
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	20WECAI5405	08/31/2017	08/31/2018	<table border="1"> <tr> <td>PER STATUTE</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
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E.L. EACH ACCIDENT	\$ 500,000														
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)

CERTIFICATE HOLDER	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 
---------------------------	--



VERIFICATION OF INSURANCE

ISSUED TO: Parties at Interest

We, the undersigned Insurance Brokers, hereby verify that Scottsdale Insurance Company & Various Insurers have issued the following described insurance, which is in force as of the date thereof-

PROFESSIONAL LIABILITY INSURANCE

NAME OF INSURED: Mauldin & Jenkins, LLC and others as more fully described in the Policy.

POLICY NUMBER: HWS0000052

PERIOD OF INSURANCE: 12:01 a.m. January 23, 2018 to 12:01 a.m. January 23, 2019

SUM INSURED: \$1,000,000 Each claim and in the aggregate including costs, charges and expenses

SUBJECT TO ALL TERMS, CONDITIONS AND LIMITATIONS OF THE POLICY

This document is furnished to you as a matter of information only and is not insurance coverage. Only the formal policy and applicable endorsements offer a comprehensive review of the coverage in place. The issuance of this document does not make the person or organization to whom it is issued an additional insured, nor does it modify in any manner the contract of insurance between the Insured and the Insurer. Any amendment, change or extension of such contract can only be effected by specific endorsement attached thereto. Should the above described Policy be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Issued at Chicago, Illinois

Date: January 26, 2018

Integro USA Inc.

Per:

A handwritten signature in blue ink, appearing to be 'A. [unclear]', written over a horizontal line.

Managing Principal

External Quality Control Review

In the mid 70s, the Private Companies Practice Section (PCPS) was founded by the American Institute of CPAs (AICPA) to establish a voluntary quality assurance program for CPA firms. There are requirements for membership in the section, which include mandatory continuing education for each member of the professional staff and a key element is a tri-annual independent review of a firm's quality control system in its practice of public accounting. Mauldin & Jenkins, LLC has been a member of the section from its inception.

The peer review aspect has evolved from being voluntary to mandatory and Mauldin & Jenkins is in full compliance with the requirements of having a tri-annual review. In the peer reviewer's latest report dated October 30, 2017, our reviewing firm gave a rating of "pass" which is the highest form of assurance a reviewing firm can render on the system of quality control for our accounting and audit practice.

A copy of the report on our most recent external quality control review is provided on the next two pages. **The quality control review included a review of specific government engagements.** No letter of comment was received as a result of this review. We are quite proud to be one of the few Southeast based firms to have undergone this review and to have received such an excellent opinion from a large reputable national firm. Our public company practice is also reviewed in accordance with CAQ requirements as administered through the Public Company Oversight Board (PCAOB).

Also note, that as part of our quality control system, we perform internal peer reviews by office to ensure compliance with these standards during the two year break period between external peer reviews. Mr. Sansbury, Mr. Scott, Mrs. Wester, Mr. Anderson, and Mr. Edwards have all participated in this process. Additionally, we perform peer reviews for other firms across the country. As such, we have extensive knowledge and experience in this area which helps our Firm maintain sound quality control over our engagements.



Report on the Firm's System of Quality Control

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. 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 (Standards).

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 engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As 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.

PBMares, LLP | 725 Jackson Street, Suite 210 | Fredericksburg, VA 22401 | P 540.371.3566 | 1.800.296.3710 | F 540.371.3598

-2-

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, 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*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017

Required Forms

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Mauldin & Jenkins, LLC

does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Wade P. Sangray

Bidder's Signature

June 26, 2018

Date

CITY OF GAINESVILLE

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

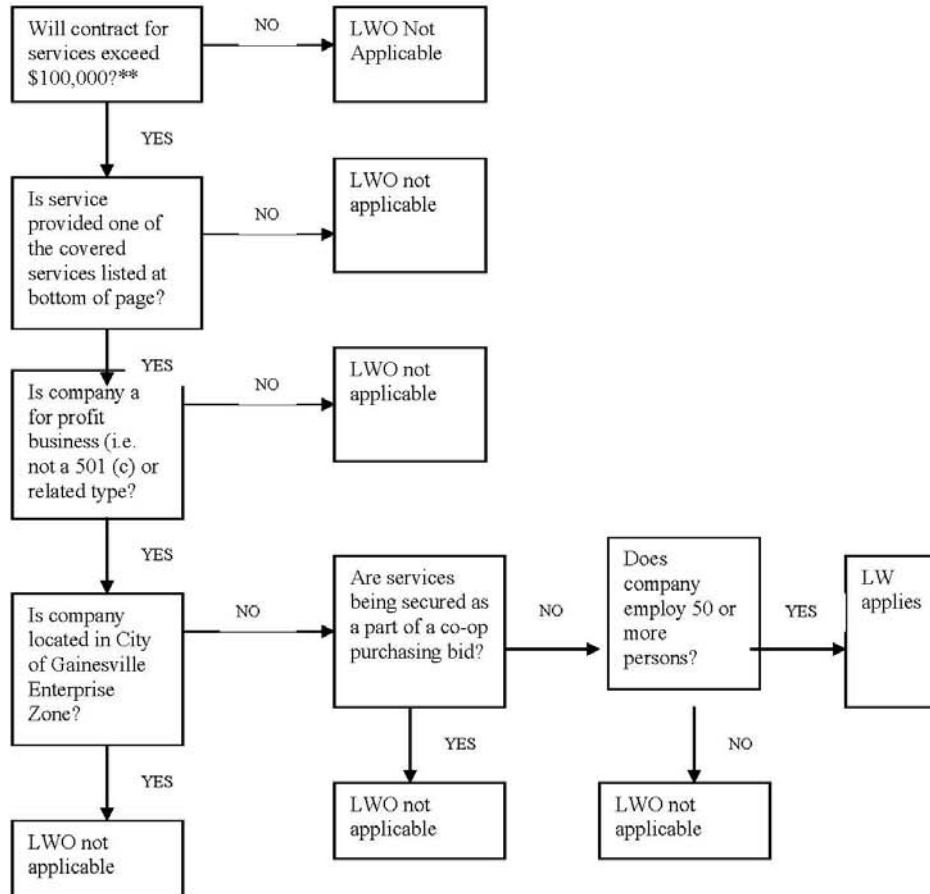
The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for _____ a living wage of \$ _____ per hour to covered employees who receive Health Benefits from the undersigned employer and \$ _____ per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: <u>Mauldin & Jenkins, LLC</u>
Address: <u>1401 Manatee Avenue West, Suite 1200, Bradenton, FL 34205</u>
Phone Number: <u>941-747-4483</u>
Name of Local Contact Person <u>Wade P. Sansbury</u>
Address: <u>1401 Manatee Avenue West, Suite 1200, Bradenton, FL 34205</u>
Phone Number: <u>941-741-2255</u>
\$ _____ (Amount of Contract)

Signature: Wade P. Sansbury Date: June 26 2016
Printed Name: Wade P. Sansbury
Title: Partner

LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



***Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services
****Total value of contract.**

LIVING WAGE COMPLIANCE
See Living Wage Decision Tree (Exhibit C hereto)

Check one:

- Living Wage Ordinance does not apply
(check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

PROPOSAL RESPONSE FORM – SIGNATURE PAGE

(submit this form with your proposal)

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT: Professional Auditing Services for General Government

RFP#: CAUD-190002-DH

RFP DUE DATE: June 28, 2018

Proposer's Legal Name: Mauldin & Jenkins, LLC

Proposer's Alias/DBA: _____

Proposer's Address 1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)
Name: Wade P. Sansbury Telephone Number 941-741-2255
Date: June 26, 2018 Fax Number 941-747-6035
Email address wsansbury@mjcpa.com

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.'s 1, 2, 3,
to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions)
 YES No

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply (check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

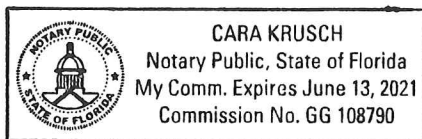
Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.

ATTEST:

(CORPORATE SEAL)
PROPOSER:

Cara Krusch
Signature
By: Cara Krusch
Title: Notary

Wade P. Sansbury
Signature
By: Wade P. Sansbury
Title: Partner



ADDENDUM NO. 1



Date: June 18, 2018

Bid Date: June 28, 2018
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government

Bid No.: CAUD-190002-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 25, 2018. Questions may be submitted as follows:
Email: holderds@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Diane Holder

2. Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.
- b) Attachment A – Current Contract and engagement letter
- c) Attachment B – Employees’ Pension Fund-Auditor’s report
- d) Attachment C - Community Redevelopment Agency-Auditor’s report
- e) Attachment D - Other Postemployment Benefits Fund-Auditor’s report
- f) Attachment E – Wild Spaces and Public Places Funds-Auditor’s report

The following are answers/clarifications to questions received prior to the non-mandatory pre-bid conference:

3. Question: In preparation for the pre-bid meeting this Thursday it would be helpful to have the following:

- a) Current auditor contract with all attachments and amendments including pricing breakdown.
- b) 9/30/2017 and 9/30/2016 audited financial statement for the following (these are requirements of the RFP):
 - a. General Government’s Pension
 - b. Other Post-Employment Benefit (OPEB) Funds
 - c. Wild Spaces Public Places Capital Projects Funds
 - d. Community Redevelopment Agency (CRA) Funds

Addendum #1-1

Answer: See attachments for reports.
The total bid was a lump sum \$105,000 for the first year (FY17), so there was no breakdown in the RFP.

However, internally when we prepared the PO, Finance broke it down as follows to charge the appropriate Funds:

001-General Government:	\$82,000
604-Gen Pen:	4,000
607/608-Consolidated:	4,000
358-WSPP	4,000
111-CRA:	5,000
601-Retiree Health	<u>6,000</u>
Total Contract	<u>\$105,000</u>

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Mauldin & Jenkins, LLC
BY: Wade P. Sansbury *Wade P. Sansbury*
DATE: June 26, 2018

Addendum #1-2

ADDENDUM NO. 2



Date: June 21, 2018

Bid Date: June 28, 2018
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government

Bid No.: CAUD-190002-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 25, 2018. Questions may be submitted as follows:
Email: holderds@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Diane Holder
2. Please find attached:
 - a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during non-mandatory pre-bid meeting.
 - b) Pre-Proposal Sign in sheet
 - c) ATTACHMENT – Consolidated Police Officers and Firefighters Retirement Plan-Auditor’s report
3. Diane Holder, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on June 28, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Diane Holder via email or fax. Discussed black-out period.
 - i. All communication through Diane Holder only. Do not communicate with other City staff.
 - d. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3PM on June 28, 2018.
 - e. Various forms (i.e. Tabulation of Subcontractor and Material Suppliers) are to be completed and returned with your bid.
 - i. Sign, date and return all Addenda. You may include just the signature page of the addenda with your proposal.
 - f. Include all information that MUST/SHALL be included with your proposal.

Addendum #2-1

4. Eileen Marzak, Assistant City Auditor, discussed the project scope:
 - a. Time Table is on page 2 of the RFP document.
 - b. Carlos Holt, City Auditor, reports directly to the City Commission. He will oversee the contract and monitor the deliverables. Audit & Finance committee, which consists of two city commissioners (mayor and mayor pro-tem), approve items of the City Auditor's office to go to the City Commission. (see Section D, page 22).
 - c. The City went through a RFP process for General Government (GG) and Gainesville Regional Utilities (GRU) in 2016 for FY 2017, FY 2018 and FY 2019 with two additional two-year periods. The deliverables were not timely for FY 2017 under the current contract for General Government, and the contract was subsequently cancelled.
 - d. This contract term will be for FY 2018 and FY 2019 with two additional two-year periods to bring it back in alignment with the GRU contract. (see correction below)
 - e. Page 9 –Scope of Services, includes audits for:
 - i. General Government
 - ii. Wild Spaces Public Places
 - iii. Community Redevelopment Agency (CRA)
 - iv. Consolidated Pension (Fire and Police)
 - v. General Employee Pension Plan
 - vi. OPEB

NOTE CORRECTION:

SECTION V-GENERAL PROVISIONS

B. GENERAL TERMS AND CONDITIONS

7. Term. The term of the contract(s) will commence upon final execution and will continue for ~~three~~ two (3-2) years, subject to funding in subsequent fiscal years. At the end of the contract period, upon satisfactory performance, the City may, at its option, negotiate and extend the contract(s) for up to two additional two year periods.

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

5. Question: Do you want the electronic versions of the proposal and price proposal on separate CD's or can they be on one?
Answer: Two separate CD's
6. Question: Where in our submittal should we include required forms (i.e. Drug Free Workplace, Proposal Response Form)?
Answer: You may include them under a tab "Required Forms" at the end of your proposal.
7. Question: Was the audit for the Consolidated Pension audit separate? Who did it?
Answer: The Consolidated Police and Fire audit is part of this contract. Please see Page 22 for the list of single employer pension and OPEB plans included in the scope. In our response to Addendum #1 we erroneously omitted the attachment of that audit; that audit is now attached as part of this Addendum #2. The City is looking for a total price for the RFP. The City internally charges each fund accordingly.

Addendum #2-2

8. Question: It looks like the prior auditor drafted the previous statements and the City did the CAFR. How does the City want it?
Answer: City staff prepares the CAFR, and the various individual financial statements based on auditor templates.
9. Question: Do you want one price for all separate audits and the main CAFR audit?
Answer: Yes, all together for one price.
10. Question: Page 11 refers to rates for additional services. Have you required additional services?
Answer: No.
11. Question: Do you want rates for additional services?
Answer: No, it will be negotiated if required.
12. Question: What is your typical timeline? Internal timeline?
Answer: Staff will be prepared for auditors with all entries, draft fund financials, and standard lead schedules by the beginning of December. Typically present the CAFR and financials to the City Commission by the end of March.
13. Question: You discuss a potential new software. Where are you with that process?
Answer: Proposals for a new ERP are currently due June 29, 2018. That is probably at least two years out. Factor that into your proposal.
14. Question: Are there any accounting issues i.e. bond?
Answer: The Finance Department is strong in its knowledge base with accounting issues and in performance. The recent transition with a new finance director was seamless and did not interfere with the audit timeline.
15. Question: What about past financial performance? Are there any issues?
Answer: No management letter comments for several years, rarely any suggested journal entries.
16. Question: Do you know the engagement hours?
Answer: No. We do not track it and it is not on the invoice. The billing is based on a percentage basis.
17. Question: Can you provide the audit fee for the past?
Answer: See addendum #1.

Addendum #2-3

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Mauldin & Jenkins, LLC
BY: Wade P. Sansbury *Wade P. Sansbury*
DATE: *June 26, 2018*

Addendum #2-4

ADDENDUM NO. 3



Date: June 25, 2018

Bid Date: June 28, 2018
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government

Bid No.: CAUD-190002-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during non-mandatory pre-bid meeting.
- b) Copy of the non-mandatory pre-proposal sign in sheet (not included in Addendum No. 2)

The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:

2. Question: What were the audit fees for the year ending 9/30/2014, 9/30/2015 and 9/30/2016 audits?

Answer: Audit Fees for General Government audit segment were:

FY14	\$104,660
FY15	\$106,295
FY16	\$107,099

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Mauldin & Jenkins, LLC

BY: Walter P. Sunsbury

DATE: June 26, 2018

Addendum #3-1



CITY OF GAINESVILLE, FLORIDA

CONSULTANTS/FIRMS CERTIFICATION

RFP # CAUD-190002-DH for Professional Auditing Services

The City of Gainesville requires, as a matter of policy, that any Consultant or firm receiving a contract or award resulting from the Request for Proposals issued by the City of Gainesville, Florida, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership, or corporation, that no members of the elected governing body of City of Gainesville, nor any professional management, administrative official or employee of the City, nor members of his or her immediate family, including spouse, parents, or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit, including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposal submitted in response to the Request for Proposals or in return for execution of a contract for performance or provision of services for which Proposals are herein sought.

Mauldin & Jenkins, LLC
NAME OF BUSINESS

BY: Wade P. Sansbury
SIGNATURE

Wade P. Sansbury, Partner
NAME & TITLE, TYPED OR PRINTED

1401 Manatee Avenue West, Suite 1200
MAILING ADDRESS

Bradenton, Florida 34205
CITY, STATE, ZIP CODE

(941) 747-4483
TELEPHONE NUMBER

(941) 747-6035
FAX NUMBER

wsansbury@mjcpa.com
EMAIL ADDRESS

Sworn to and subscribed before me

this 26th day of June 2018

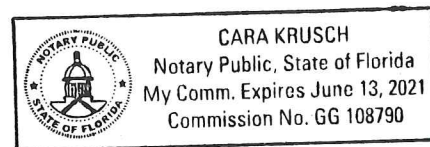
Signature of Notary
Notary Public, State of Florida

Personally Known OR Produced Identification

Type:

DUNS Number:

Company Tax ID # 58-0692043



www.mjcpa.com

MAULDIN & JENKINS, LLC

**1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205**

**(941) 747-4483 (Phone)
(941) 747-6035 (Fax)**

