



**RFP # CAUD-170010-DH
PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING SERVICES TO:
THE GENERAL GOVERNMENT**

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

**MAULDIN
& JENKINS**
www.mjcpa.com

Wade P. Sansbury, CPA, Partner
1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205
wsansbury@mjcpa.com
Direct: 941-747-2255

October 27, 2016 | 3:00 PM

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Transmittal Letter

October 27, 2016

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, 2017 through 2019 (three fiscal years). Additionally, by mutual agreement and funding availability, the contract may be renewed for two additional fiscal years.

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:

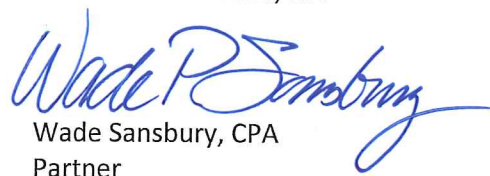
- **Specific governmental experience:** Our Firm has made the governmental sector a primary industry focus. We have served the audit and compliance needs of numerous governmental entities over the years, and remain committed to serving this sector. **Mauldin & Jenkins presently provides over 65,000 hours of service to over 300 governmental units in the Southeast on an annual basis.** Such experience results in the utilization of over 80 full-time equivalent professionals. Additionally, the Firm also currently provides auditing services to over 90 entities who receive the GFOA Certificate of Excellence in Financial Reporting. Mauldin & Jenkins also presently provides auditing services to over **82 Cities in the southeast.** 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.
- **Experienced personnel:** Personnel proposed for this 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.
- **Experience with Client Transitions.** Over the past several years, we have experienced a tremendous amount of transitions as the new auditors of governmental entities. Our team offers a great deal of experience with serving new clients, and providing a smooth transition during the change in auditors.

- **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. We emphasize continuous open communication during the audit and throughout the year in order to have a complete understanding of your operations, risks, needs, and concerns.
- **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.
- **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 (1) 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 and potentially making a change in auditors. 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 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 Gainesville to leverage best practices and advance operational performance.

Mauldin & Jenkins Differentiator	Benefit to Gainesville
Maximizing Efficiency with Deep Governmental Experience	
In addition to serving more than 300 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 Gainesville 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 95-year track record of providing high-quality service to governmental entities like Gainesville, Florida.	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, and Alabama.

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

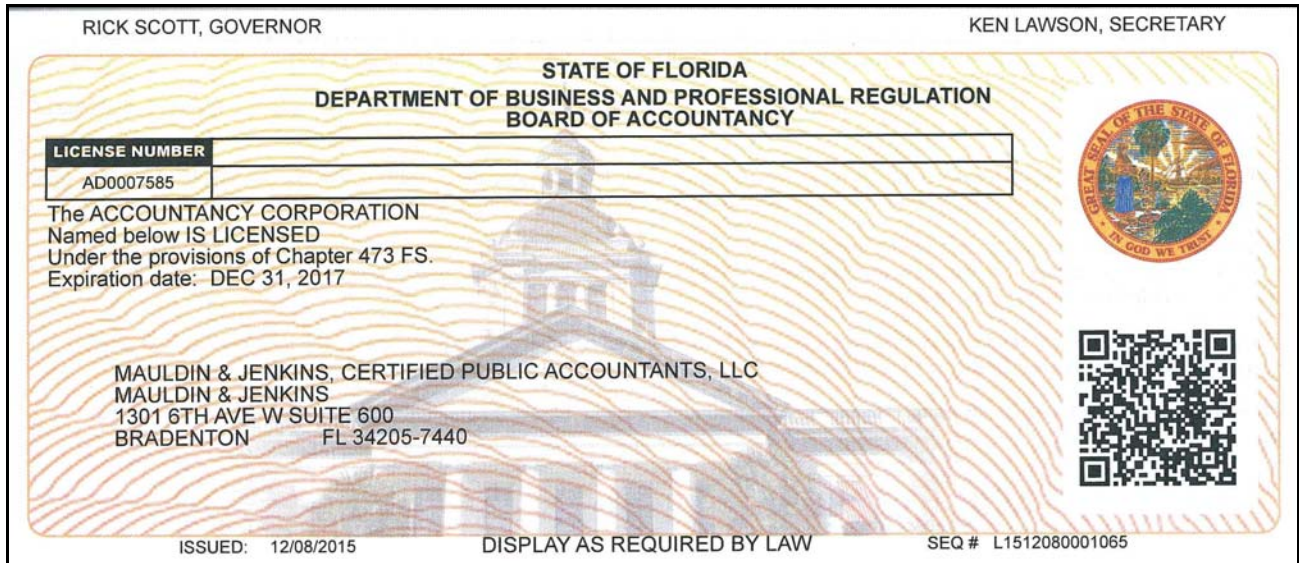
We hereby affirm that Mauldin & Jenkins, LLC is independent with respect to the City of Gainesville as defined by generally accepted auditing standards. We have had no relationships with the City over the past five years.

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 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. 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.

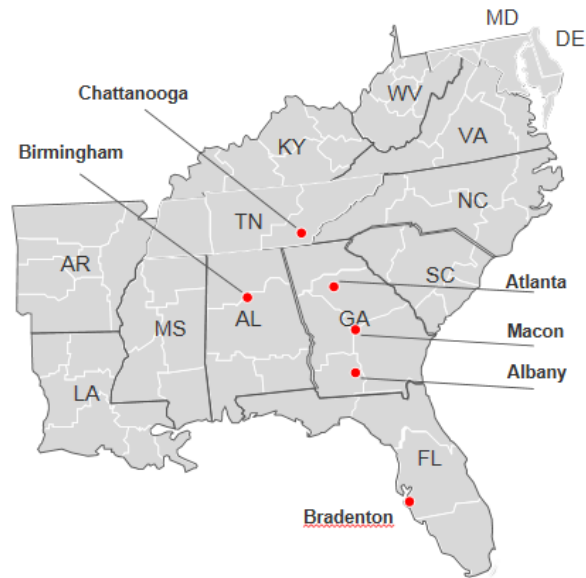


Firm Qualifications and Experience with Other Government and Utility Entities

Organization and Size

Mauldin & Jenkins was incorporated in 1918, and has been actively engaged in governmental accounting and auditing since its inception. **The Firm is considered to be one of the largest firms in the country with 44 partners and approximately 260 professional staff, serving clients throughout the Southeastern United States.** Mauldin and 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; 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 and supervises over 65,000 hours of service to governmental entities on an annual basis. The Firm’s governmental practice is the second largest niche in the Firm and is 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:

- **82** – total number of cities currently being served by the Firm across the southeast
- **300,000** - approx. total hours of service provided annually to clients of the Firm
- **65,000** - approx. total hours of service provided annually to governmental clients of the Firm
- **32%** - percentage of governmental practice as compared to Firm’s attestation practice
- **25%** - percentage of governmental practice as compared to Firm’s overall practice
- **275** - total number of Firm personnel
- **44** - total number of Firm partners
- **11** - total number of governmental partners and directors
- **11** - total number of governmental managers
- **80** - total number of professionals with current governmental experience

Serving Governments For Over 95 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.

Mauldin & Jenkins employs 22 partners, directors and managers who dedicate 100% of their time serving government clients. 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 300 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 additional staff roles coming from our other offices, only if needed. As noted previously, Mauldin & Jenkins has 80 professionals that are dedicated to serving governmental clients, all of which are available to the City.

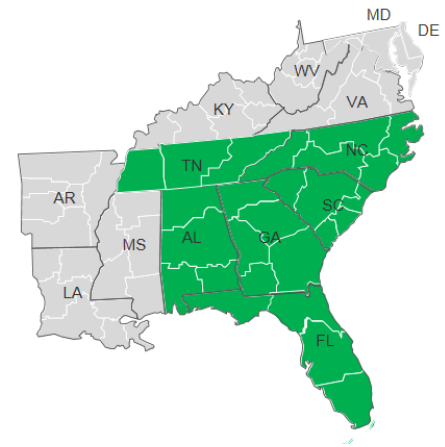
For your audit, we propose to assign two partners (one engagement partner, Wade Sansbury, and one concurring review partner, Tommye Barie), one manager (Trey Scott or Daniel Anderson), and four staff to work on this engagement. Wade Sansbury and Tommye Barie, are known across the Southeast for their involvement with governmental entities. They have significant experience in governmental audit and accounting, and will play significant roles in providing ongoing services to the City. All individuals assigned to the City’s audit would be assigned on a full-time basis.

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

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 Kentucky) 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 **ninety (90)** 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 client's 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 | 9) Naples |
| 2) Bradenton | 10) Palmetto |
| 3) Conyers | 11) Pensacola |
| 4) Griffin | 12) Union City |
| 5) Haines City | 13) Valdosta |
| 6) Longboat Key | 14) Liberty County |
| 7) Marco Island | 15) Rockdale County |
| 8) Morrow | |

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
Partners / Manager	Wade Sansbury, Craig Moye and 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
Partners / Manager	Wade Sansbury and 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
Partners / Manager	Wade Sansbury and 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
Partners / Manager	Wade Sansbury and Jennifer Ruffino-Cook
Total Hours	400 hours
Contact Information	Tavia Conner, Assistant 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
Partners	Wade Sansbury and 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	Wade Sansbury, David Irwin, and 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	Warren McEwen and 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
Partners / Manager	Wade Sansbury and 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 five years.

Electric Operations: Entities we have audited or are in the process of serving within the past three (3) 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 (3) years who have water and sewer operations are:

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

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, as mentioned within our transmittal letter, Tommye Barie has just completed serving as the Chairman of the AICPA Board of Directors. 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.

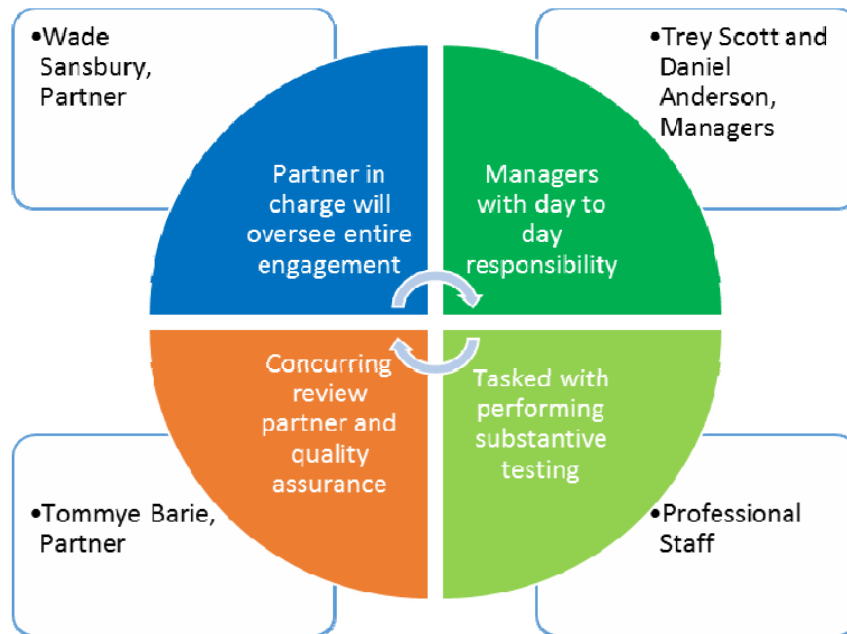
Partner, Supervisory and Staff Qualifications and Experience

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	21
Tommye Barie, CPA	Engagement Quality Assurance Partner	34
Trey Scott, CPA	Engagement Manager	9
Daniel Anderson, CPA	Engagement Manager	8
Randy Upchurch	IT Consultant	21
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 Palmetto
- City of Pensacola
- City of Plant City
- Town of Longboat Key
- Village of Islamorada

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)

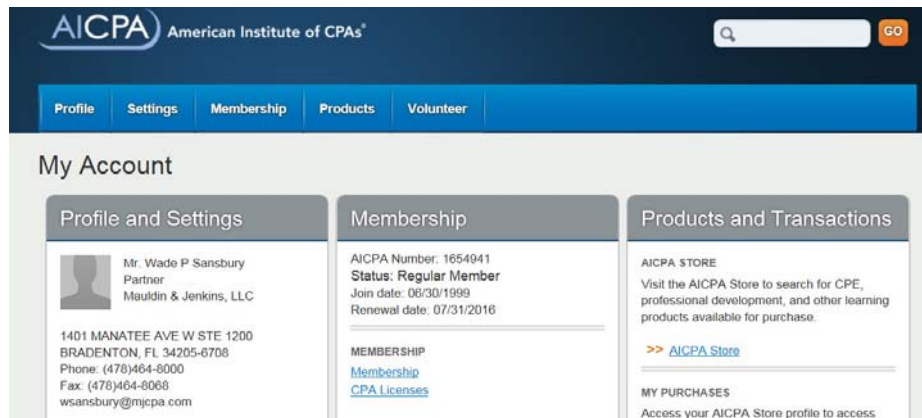
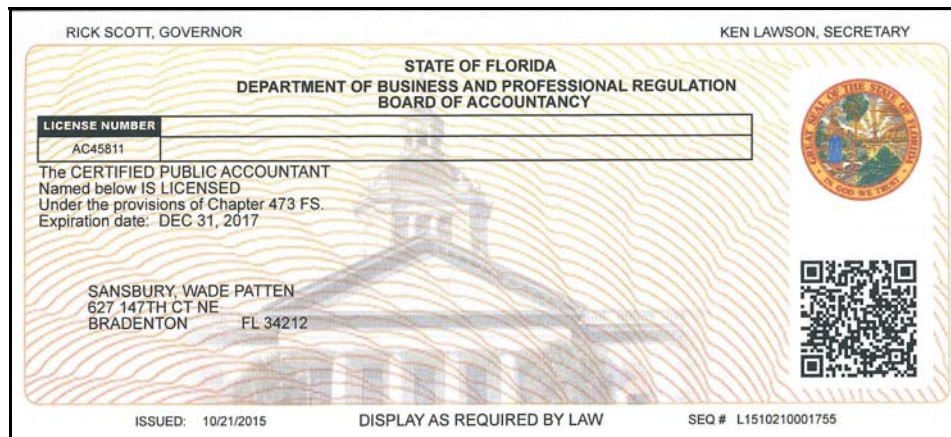
Wade is currently serving as the Firm's Bradenton Office Managing Partner and is also a newly elected member of the Firm's seven member Executive Committee, which governs the actions and directions of the Firm. Wade also currently serves on the Bradenton Area EDC Investor Relations Committee. Note that 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. Listed below are just some of the training courses Wade has attended over the last two years.

- 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)
- 2014 M&J Governmental Conference (Instructor and Participant) (16 credit hours)
- 2014 M&J Government and Not-for-Profit Update (8 credit hours)
- 2014 FICPA Ethics: Protecting the Integrity of Florida CPAs (4 credit hours)

We have included supporting documentation on Wade’s license and his membership with the AICPA.



Tommye E. Barie, CPA

Partner
Bradenton, Florida

941-714-7976
tbarie@mjcpa.com



Ms. Barie is a member (i.e. partner) and a certified public accountant with Mauldin & Jenkins and is licensed to practice in Florida. Her experience covers a variety of clients in state and local government. Since starting her career in 1983, her focus has been serving governmental entities (including those with public utility operations) and not-for-profit organizations by providing them financial and compliance audits, compilations, reviews, internal audits, and consulting services. She has knowledge of several computerized systems and has, for many years, incorporated computerized auditing techniques in the engagements she has been involved with. She is active in various professional associations. Ms. Barie recently completed her term as the Board of Directors Chair of the American Institute of CPAs for the 2014-2015 year. Ms. Barie would serve the City as the quality assurance partner.

Technical Experience

During her career, Ms. Barie has served numerous governmental clients on behalf of the Firm including 10 municipalities, 3 counties, and 14 special districts / authorities all in Florida. She currently serves 5 such entities in Florida. A condensed listing of governmental audit clients served by Ms. Barie as concurring review partner is listed below.

- City of Arcadia
- City of Bradenton
- City of Naples
- City of North Port
- City of Palmetto
- City of Plant City
- Town of Orange Park
- Town of Fort Myers Beach

She has an extensive history of service to the accounting profession. From 2003-2006 and 2009-2013, she served as a member of the AICPA's governing Council and from 2010-2013, she was a member of the AICPA's Board of Directors. She served as Chair of the AICPA's Finance Committee from 2011-2013 and the National Accreditation Commission from 2008-2011. She has additionally been a member of the Institute's Compensation Committee, Audit Committee and Strategic Planning Committee, as well as the Member Advisory Panel and the Nominations Committee. She served as President of the Florida Institute of Certified Public Accountants from 2004-2005. Additionally, Ms. Barie serves as a member of the GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting. She is also a member of the Firm's Audit and Accounting Committee. Serving in these capacities returns value to the profession and provides excellent current knowledge of accounting and auditing issues.

Professional Associations and Education

- Bachelor of Business Administration in Accounting from Stetson University
- 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)
- Member of the Association of Certified Fraud Examiners

Audit Training

Ms. Barie obtains more than 40 hours of relevant continuing professional education each year, including continuing education required by *Government Auditing Standards*. Ms. Barie attends annual Firm sponsored governmental accounting and auditing updates, as well as Single Audit updates, the FGFOA conference, AICPA and FICPA sponsored courses, and various other courses.

Trey Scott, CPA, Audit Manager

Bradenton, Florida

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 State of Florida and Georgia. Trey's experience as a manager with the firm covers a variety of state and local governmental organizations in Georgia, South Carolina, and Florida (including significant experience during this time with electric and water/sewer utilities). He spends 100% of his time serving local governments emphasizing cities, counties and special purpose entities and authorities. Trey 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 including 8 municipalities, 7 counties, 7 special districts / authorities, and 2 state agencies. A condensed listing of governmental audit clients (cities only) served by Trey as manager is listed below.

- Aiken
- Covington
- Conyers
- Griffin
- Morrow
- Peachtree City
- Pensacola
- Union City

Professional Associations and Education

- Bachelor of Arts Degree, majoring in Business Administration from Austin College, in 2003
- Master of Public Accountancy Degree from University of West Georgia in 2008
- Certified Public Accountant licensed by the States of Georgia and Florida
- 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)

Note that Trey 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. Trey also has extensive experience with multiple client computer systems and software.

Audit Training

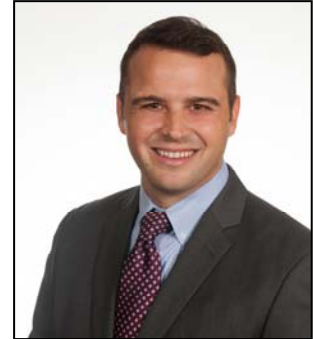
Trey annually exceeds the professional standards requirements requiring 80 hours of CPE every-two year period and GAGAS standards requiring at least 24 hours of CPE that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. Listed below are just some of the training courses Trey has attended over the last two years:

- 2016 M&J Governmental Conference (Instructor and Participant) (16 credit hours)
- 2016 M&J LEAP Conference (Instructor) (8 credit hours)
- 2016 FICPA Ethics: Protecting the Integrity of Florida CPAs (4 credit hours)
- 2015 M&J Governmental Conference (Participant) (16 credit hours)
- 2015 M&J LEAP Conference (Instructor) (8 credit hours)
- 2014 AICPA Governmental & Nonprofit Annual Update (8 credit hours)
- 2014 M&J Government and Not-for-Profit Update (8 credit hours)
- 2014 M&J Governmental Conference (16 credit hours)

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 7 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.

- Leon County
- City of Bradenton
- City of Haines City
- City of Marco Island
- City of Naples
- City of Plant City
- 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. Listed below are just some of the training courses Daniel has attended over the last two years:

- 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)
- 2014 M&J Governmental Conference (15 credit hours)
- 2014 M&J Single Audit Update (10 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 Government'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 two years:

- 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)
- 2014 M&J Governmental Update Training (Participant) (16 credit hours)
- 2014 AICPA National Conference (Participant) (12 credit hours)
- 2014 Auditing in the Small Business Environment (Participant)(8 credit hours)
- 2014 M&J Government and Not-for-Profit Update (8 credit hours)

Miller G. Edwards, CPA

Partner
Macon, Georgia

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 be available to serve as a supporting resource partner to the City.

Technical Experience

Beginning in June of 1986, Miller has twenty-nine (29) 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, helping the Firm achieve the status of auditing the aggregation of more cities, counties, school systems, other local governmental units, state agencies and authorities than any other certified public accounting firm. Under Miller’s leadership, Mauldin & Jenkins now serves approximately 300 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 (3) 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 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. Listed below are just a few of the training courses Miller has attended over the last two years:

- 2016 M&J Annual Governmental Conference – Lake Oconee, Georgia - Instructor and Participant
- 2015 University of Georgia’s Carl Vinson Institute of Government Introductory and Intermediate Accounting and Financial Reporting to employees of State & Local Governments of Georgia (8 days of instruction) - Instructor
- 2015 M&J Annual Governmental Conference - Athens, Georgia - Instructor and Participant
- 2014 South Carolina GFOA Fall Conference, GASB Update - Myrtle Beach, South Carolina – Instructor
- 2014 M&J Annual Governmental Conference - Athens, Georgia - Instructor and Participant
- 2014 City of Dunwoody Accounting Conference - Government’s Financial Distress - Instructor
- 2014 Georgia Society of CPA’s Spring Governmental Workshop
- 2014 M&J GASB No.’s 67 & 68 Implementation Update

Miller is an instructor/consultant for the University of Georgia's Carl Vinson Institute of Government providing as much as 200 hours annually of continuing education to state and local government officials on the subjects of governmental accounting and financial reporting. He provides similar instructional services on behalf of the Government Finance Officers Association of South Carolina (GFOASC), Georgia Government Finance Officers Association (GGFOA) and the Government Finance Officers Association of Alabama (GFOAA), and is often a guest speaker at various governmental trade shows and conventions. In the past ten (10) years, he has been a speaker at each of the GGFOA's annual conferences on various subjects ranging from: panel member of experts, audit efficiency of governmental units; auditor independence; CAFR Prep 101; several GASB pronouncements implementation sessions; and, each year's Audit and Accounting (GASB) updates.

Miller was honored with the GGFOA's award for "Outstanding Service to the GGFOA" during the annual conference held in Savannah in October 2003, recognizing his leadership and effort in providing direction and training on various topics affecting local governmental entities. Further, on behalf of Mauldin & Jenkins, Miller accepted the GGFOA's *President's Award* recognizing Mauldin & Jenkins' efforts in the governmental arena in Georgia as of October 2007.

Joel Black, CPA

Partner
Atlanta, Georgia

678-589-5102
jblack@mjcpa.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 twenty-three years of experience in public accounting, twelve 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 also serves on the Executive Committee of the AICPA’s Government Audit Quality Center and recently served as 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 OMB Circular A-133 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 (3) 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 Georgia Government Finance Officers Association
- 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:

- 2016 AICPA Webcast – Internal Control COSO and More – Instructor
- 2015 Georgia Government Finance Officers Association Webcast – GASB 68 - Instructor
- 2015 AICPA Webcast – Single Audit Fundamentals - Instructor
- 2015 M&J Sponsored Training on GASB 68 – Charleston, SC - Instructor
- 2015 M&J Annual Governmental Conference - Athens, Georgia - Instructor and Participant
- 2015 GSCPA, Non-Profit Accounting and Auditing Conference - Instructor
- 2014 AICPA National Government and Not-for-Profit Training Prog. – Las Vegas – Instructor
- 2014 Georgia Government Finance Officers Association Annual Conference – Instructor
- 2014 M&J Annual Governmental Conference - Athens, Georgia - Instructor and Participant
- 2014 City of Dunwoody Accounting Conference - Instructor
- 2014 TSCPA, GASB Update and Pension Accounting – Chattanooga, TN - 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 (2) individuals are available to be of service to the City should the need arise.



Randy Upchurch, CISA and CISSP
Director of Technology Services

Randy has twenty-four (24) years of experience, in information technology (IT) auditing and information security operations and management. Randy has experience working on IT audits that are part of CAFR financial audits. His industry experience includes state and local governments, healthcare administration; life, health and disability insurance in both the public and not-for-profit sectors including two (2) Fortune 500 companies.

Randy has experience serving as a Legislative Information Technology (IT) Auditor for the State of Tennessee Comptroller of the Treasury. His roles and responsibilities included:

- IT audits and CAFR audits of governments (clerks of courts, property assessor, general ledger, accounts payable, payroll and motor vehicles);
- General and application audits of city government systems;
- Annual IT audit of the Local Government Data Processing Corporation (LGDPC);
- Annual audit of the State District Attorneys General (Fraud and Economic Crimes, Governor’s Drug Task Force and Title IV-D Child Support divisions).

Randy has experience in the audits of general controls, application controls as well as electronic audit sampling and data extraction. Randy has also worked on the annual equivalent of a SOC for the Local Government Data Processing Corporation (LGDPC). LGDPC software included general ledger, payroll, accounts payable, clerks of courts, motor vehicle and property assessor applications. In addition to city governments, Randy also has served on audits of the State District Attorneys General (Fraud and Economic Crimes, Governors Drug Task Force, Title IV-D Child Support).

He has extensive experience in SOX, SOC1, HIPAA / HITECH, and GLBA compliance program implementation, testing and reporting. His technical expertise includes performing computer forensic investigations, vulnerability and risk assessments and penetration testing of information systems using both technical and social engineering techniques. Further, Randy has:

- Managed and performed regulatory compliance reviews including: Gramm Leach Bliley Act, Sarbanes Oxley, HIPAA and HITECH
- Managed and performed technical audit and security assessments of computer systems (penetration testing, vulnerability assessments, and application reviews)
- Managed Information Technology Operations (Network and Host Security, Identity and Access Management, Information Security Program Development and Implementation)
- Managed and performed SSAE 16 Service Organization Controls Audits (SOC 1, 2, 3)
- Performed and managed Information Technology CAFR audits for the State of Tennessee Comptroller of the Treasury.

Degree/Certifications and Audit Training

Randy is a graduate of Tennessee Technological University with a Bachelor of Science degree in accounting. Randy has obtained and instructed a significant amount of continuing professional education over the last three years including:

- SANS Forensics and Incident Response
- SANS PCI / DSS
- SANS Security Essentials

Professional and Civic Activities

Randy holds the Certified Information Systems Auditor (CISA) designation from the Information Systems Audit and Control Association (ISACA) and the Certified Information Systems Security Professional (CISSP) designation from the International Information Systems Security Certification Consortium (ISC).

Randy is professionally affiliated with: Information Systems Audit and Control Association; International Information Systems Service Certification Consortium (ISC)²; and, Information Systems Security Association.

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.

Audits of Federally Funded Programs (Single Audits)

Relative to audits of fiscal year 2014, Mauldin & Jenkins audited **147 entities** representing approximately **\$8.1 billion in federal expenditures** for state, local government and non-profit clients which is the:

- **10th highest** among public accounting firms in the nation as it relates to total expenditures audited under the Single Audit Act; and,
- **26th highest** among public accounting firms in the nation as it relates to number of Single Audits conducted.

As such we have significant experience in performing both federal single audits and State of Florida single audits on a current basis. All individuals listed within this proposal annually perform single audits and have some form of single audit training / updates. We are currently aware of the new Uniform Guidance and are aware of the changes needed on upcoming audits as it relates to the new guidance. This includes State of Florida single audit changes to be in conformity with the federal changes. Our firm also has served on the AICPA single audit quality task force whereby we helped the profession understand and perform better single audits across the country.

Desk Reviews or Field Reviews

Mauldin & Jenkins audits most of the largest school districts in the State of Georgia. Based on that fact, and since 2011, the State of Georgia's Department of Audits & Accounts (DoAA) annually performs a review of a sample of our school district audits. No report has ever been formally issued, and no matters or issues have ever been noted by this annual effort. As a matter of fact, the DoAA has asked to send teams of auditors to review our workpapers in their own effort to better approach financial and compliance audits from a risk based perspective.

With the exception of the above paragraph's thoughts, Mauldin & Jenkins has not had a federal or state desk review or field review of its audits during the past three (3) years.

One of our more recent Federal desk reviews or field reviews was done in January 2008. We would like to provide the following details of that review, as we believe its results further distinguish Mauldin & Jenkins from other firms.

In January 2008, as part of the Federal Department of Education's random testing of the audits of local boards of education, a review was performed by the Federal Office of Inspector General (OIG) regarding a Single Audit engagement of a local board of education. We are quite pleased to note the examiner provided Mauldin & Jenkins a letter of high marks for the performance of the respective Single Audit and this comes at a time when Federal regulators are condemning the profession for poor performance of such Single Audits. **Unofficially and orally provided, the examiner noted this Single Audit engagement to be the best such engagement reviewed in his experience.**

No Disciplinary Actions

Mauldin & Jenkins has not had any disciplinary actions taken (nor are any pending) against the Firm during the past three (3) years with any state or Federal regulatory bodies or professional organizations.

Municipal Bond Experience

Please see our qualifications regarding our bond program auditing experience within the past three (3) years. Such qualifications include our auditing municipal bond programs with at least \$50 million of outstanding bonded debt for which much of the debt has been issued in the past three (3) years, and we have issued numerous consent letters and comfort letters as part of the overall service to our governmental clients during the issuance of such bonded debt. As part of such a large government client base, Mauldin & Jenkins serves forty (40) clients who meet the above criteria.

Additionally, we audit the Georgia State Finance and Investment Commission (GSFIC) who has issued several billions of general obligation bonds on behalf of the State of Georgia.

Please see the table below for a sample of clients we have performed bond procedures, and, or audited the financial statements for in the past three (3) years whose publicly issued debts are in excess of \$50,000,000:

<u>Governmental Entity</u>	<u>Amount</u>
1) Georgia Road & Tollway Authority (SRTA)	\$ 1,368,067,000
2) DeKalb County, Georgia	1,220,960,000
3) Gwinnett County (Georgia) Board of Education	1,118,860,000
4) Gwinnett County, Georgia	948,147,000
5) Charleston Water System	652,683,000
6) Augusta-Richmond County, Georgia	628,031,000
7) Lee County (Florida) School District	418,628,000
8) Atlanta Development Authority	318,880,000
9) Forsyth County (Georgia) Board of Education	316,565,000
10) Forsyth County, Georgia	298,437,000
11) Hamilton County, Tennessee	272,965,000
12) Athens-Clarke County, Georgia	261,461,000
13) Georgia Higher Education Facilities Authority (GHEFA)	243,065,000
14) Henry County (Georgia) Board of Education	189,960,000
15) Henry County (Georgia) Water & Sewer Authority	187,771,000
16) Douglas County (Georgia) Board of Education	174,973,000
17) Columbia County, Georgia	164,131,000
18) City of College Park, Georgia	157,445,000
19) Clayton County (Georgia) Water Authority	151,080,000
20) City of Charleston, South Carolina	133,360,000
21) Rockdale County, Georgia	122,567,075
22) Macon-Bibb County, Georgia	117,189,000
23) Clayton County, Georgia	113,210,000
24) Paulding County, Georgia	109,000,000
25) Fulton County Board of Education	100,348,000

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:

City Needs - 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 selected 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:

City:

- a) A report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

- b) 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.
- c) A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
- d) 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).
- e) Any additional reports required by the City's grantors.
- f) Reports required by the Single Audit Act to include:
 - I. An "in relation-to" report on the schedules of federal awards and state financial assistance.
 - II. 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.
 - III. 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.
 - IV. Significant deficiencies that are also material weaknesses shall be identified as such in the report.
 - V. 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**

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

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



**Segment II:
Year-end
Procedures
(Final Fieldwork)**

- subsequent disbursements;
- 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

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 2016 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	30	60	80	170
Segment II - Final Audit Fieldwork Procedures	60	160	200	420
Segment III - Review, Completion & Delivery Procedures	50	60	20	130
Total Engagement	140	280	300	720

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. As noted in the above below, 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 2017 Audit Calendar					
	July	August	Sept	Nov	Dec	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).	■					
Meet management and audit/finance committee to discuss audit risks and scopes and preliminary audit plan.	■					
Engagement team planning meetings and performance of interim audit procedures,	■					
Gain understanding of significant processes & key controls.	■					
Design and perform testing of key controls with goal of reducing substantive audit testing.			■			
Determine nature, timing and extent of substantive tests to be performed.			■			
Finalize audit plan based on results to-date and gain approval of the audit/finance committee.			■			
Segment II - Final Audit Fieldwork Procedures						
Update tests of controls				■		
Perform substantive tests (detail testing of respective general ledger / trial balance accounts, and final analytical procedures & key ratios & relationship of financial data).				■		
Conduct a final review of risk assessments.				■		
Perform general audit procedures.				■		
Conduct of progress meetings with management as needed and as often as desired.				■		
Preparation and delivery of draft reports, findings, management letter comments, and any other deliverables.						■
Meeting with management to discuss draft deliverables and final completion and presentation time-frames.						■
Segment III - Review, Completion & Delivery Procedures						
Upon management's review, delivery of final deliverables to management.						■
Presentation of audit deliverables to the governing board.						■

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

All members of the audit staff have had significant training in computer aided auditing techniques. Mauldin & Jenkins uses a very detailed and structured approach in using computer aided 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 JEA and determine whether computer aided auditing techniques could be used. This approach would consist of downloading trial balances, detail journals, and selected transaction files into our software through IDEA. This will decrease time spent in initial file setup, trial balance setup, and data integrity testing. CaseWare IDEA is a comprehensive, powerful data analysis tool that quickly analyzes 100% of your data, guarantees data integrity and speeds our analysis, paving the way to faster, more effective audits. We have more than 100 audit-relevant tasks through this software to meet all of our analytic needs, from import to analysis to reporting. This software allows us to view multiple data sets as one, see the big picture and focusing our searches by identifying relationships, patterns, outliers and anomalies within our client's data.

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 (5) 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: the control environment; risk assessment, control activities, information and communication processes/systems, and 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 (2) 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 (2) 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 (2) 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 (2) 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 (2) 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.

Benchmarks to be Used for Evaluating Financial Condition

Evaluating indicators of the City's overall financial health is paramount to the continued operational effectiveness of the City. It is important to identify the key indicators that allow the City to achieve its goals. This starts with the budget process and continues throughout the year with constant evaluation.

Benchmarks used to evaluate financial condition should include, but are not limited to:

- Budget to actual comparisons throughout the year.
- Fund Balance of the governmental funds as compared to governmental fund expenditures
- Operating revenues of the Enterprise Funds
- Cash flows from operating and capital and related financing activities for the Enterprise Funds
- Funding percentage of the City's pension plans

At the conclusion of the audit process, Mauldin & Jenkins prepares an Auditor's Discussion & Analysis which provides auditor insight and summarizes the audit process, conclusions, and year end financial analysis (benchmarks) all under one cover.

Elements of the Auditor's Discussion & Analysis include the following:

- Information about the Firm, and the respective personnel serving the government;
- Results of the audit and other matters which should be emphasized to the governing board;
- ***An overview of the governments year-end financial results and auditor insights relative to key financial elements of the government;***
- An understanding of the internal control / compliance audit reports and the results of our testing of internal controls and compliance with laws and regulations;
- A summary of certain audit scopes and procedures utilized by Mauldin & Jenkins during the audit process;
- Documentation of certain required communications as required by auditing standards;
- If applicable, a summary of any findings (material weaknesses and / or significant deficiencies) and management recommendations resulting from the audit;
- Practical information regarding upcoming new financial reporting and auditing standards and pronouncements affecting the government; and,

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, 2016, total firm capital equaled approximately \$16.4 million with 37 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 \$440k which is well within the Florida Administrative Code requirements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/24/2016

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 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 Potter PHONE (A/C, No, Ext): (770) 858-7540 FAX (A/C, No): (770) 858-7545 E-MAIL ADDRESS: spotter@PointeNorthIns.com															
INSURED Mauldin & Jenkins, LLC 200 Galleria Parkway SE Suite 1700 Atlanta GA 30339-5946		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B Hartford Fire Insurance Company</td> <td>19682</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A Cincinnati Insurance Company	10677	INSURER B Hartford Fire Insurance Company	19682	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES **CERTIFICATE NUMBER:** CL1662348813 **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 SUBR INSD 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 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ECP0258054	7/1/2016	7/1/2017	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 - COMPIOP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EBA0258054	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		EXS 0262115	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 11,000,000 AGGREGATE \$ 11,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	20WECAI5405	8/31/2016	8/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 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 FOR INFORMATION PURPOSES ONLY	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 William Skeeles/SMP <i>William H Skeeles</i>
--	--

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ACORD 25 (2014/01)
INS025 (2014/01)

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Insurance Brokers
and Consultants | **Integro**

a division of Integro USA Inc.
111 West Campbell Street, 4th Floor
Arlington Heights, IL 60005

VERIFICATION OF INSURANCE

ISSUED TO: Parties at Interest

We, the undersigned Insurance Brokers, hereby verify that Liberty Surplus Insurance Corporation has 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 NUMBERS: PL5SAA3NIZ002
PERIOD OF INSURANCE: 12:01 a.m. January 23, 2016 to 12:01 a.m. January 23, 2017
SUM INSURED: \$2,000,000 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: February 25, 2016

Lemme, a division of Integro USA Inc.

Per:

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 3, 2014, 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 page. **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, Mrs. Wester, Ms. Barie, 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.



CliftonLarsonAllen LLP
20 East Thomas Road, Suite 2300
Phoenix, AZ 85012-3111
602-266-2248 | fax 602-266-2907
CLAconnect.com

System Review Report

To the Partners 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, 2014. 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. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards*; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [Service Organizations Control (SOC) 1 engagements].)

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, 2014, 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*.

CliftonLarsonAllen LLP

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

October 3, 2014
Phoenix, Arizona



An independent member of Nexia International

Required Forms

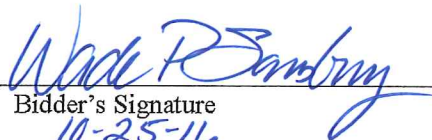
DRUG-FREE WORKPLACE FORM

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.


Bidder's Signature
10-25-16
Date

CITY OF GAINESVILLE

CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

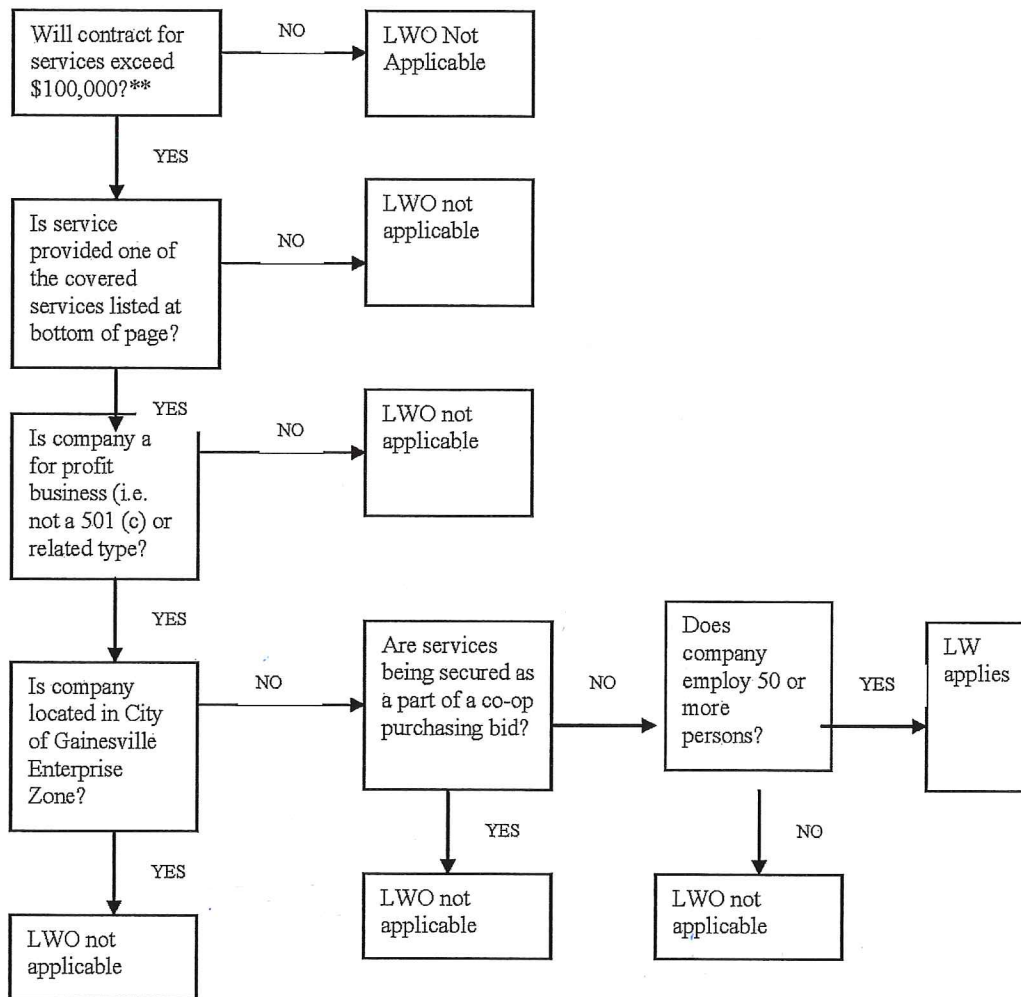
The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract 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: Mauldin & Jenkins, LLC
Address: 1401 Manatee Avenue West, Suite 1200; Bradenton, FL 34205
Phone Number: 941-741-2255
Name of Local Contact Person: Wade Sansbury
Address:
Phone Number:
NOTE: Living wage is not applicable per page 6 of the City's RFP as the contract is not a covered service.
\$ (Amount of Contract)

Signature: Wade P. Sansbury Date: 10-25-16
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:

RFP/RFQ#:

RFP/RFQ DUE DATE:

Proposer's Legal Name: Mauldin & Jenkins, LLC

Proposer's Alias/DBA: _____

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

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Wade Sansbury Telephone Number 941-741-2255

Date: 10-27-16 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 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

SERVICE-DISABLED VETERANS' BUSINESS (check one)

Is your business certified as a service-disabled veterans' business? 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.

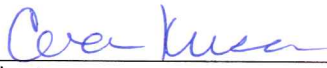
SIGNATURE ACKNOWLEDGES THAT: (check one)

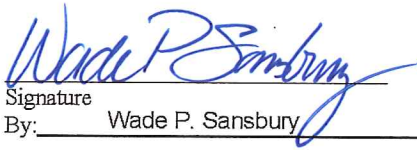
- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

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:


Signature _____
By: Cara Krusch
Title: Administrative Assistant


Signature _____
By: Wade P. Sansbury
Title: Partner



CITY OF GAINESVILLE, FLORIDA

CONSULTANTS/FIRMS CERTIFICATION

RFP # CAUD-170010-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 Sansbury, Partner, CPA

NAME & TITLE, TYPED OR PRINTED

1401 Manatee Ave West, Suite 1200

MAILING ADDRESS

Bradenton, FL 34205

CITY, STATE, ZIP CODE

(941) 741-2255

TELEPHONE NUMBER

(941) 747-6035

FAX NUMBER

wsansbury@mjcpa.com

EMAIL ADDRESS

Sworn to and subscribed before me

this 27th day of October, 2010

Cara Krusch

Signature of Notary

Notary Public, State of Florida

Personally Known

OR

Produced Identification

Type:

DUNS Number:

Company Tax ID # 58-0692043





ADDENDUM NO. 1

Date: September 28, 2016

Bid Date: October 27, 2016
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government
And Gainesville Regional Utilities

Bid No.: CAUD-170010-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), October 13, 2016. Questions may be submitted as follows:

Email: holders@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.

3. D. NON-MANDATORY PRE-PROPOSAL CONFERENCE

Please add the following:

A teleconference option is available to interested participants as follows:

Conference Participant:

1. At the specified time, dial the Dial-in Number 844-809-3799

2. When prompted, enter your Conference Code.

3. Your Conference Code is 5576566553

Participant Star Commands

4. Mute – Participants can mute/unmute their own lines by pressing *6

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

4. Question: We have reviewed the RFP to provide Professional Auditing Services for General Government and Gainesville Regional Utilities. Is there any way we can attend the pre-proposal conference via conference call, please?

Answer: See #3 above.

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. Embury
DATE: 10-25-16

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 **Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

ADDENDUM NO. 2



Date: October 3, 2016

Bid Date: October 27, 2016
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government
And Gainesville Regional Utilities

Bid No.: CAUD-170010-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications and attendees of the non-mandatory pre-bid conference held on September 29, 2016.

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), October 13, 2016. 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) List of pre-bid dial-in participants
 - c) Copy of the Pre-Bid sign-in sheet for your information.
 - d) Current contract
3. Diane Holder, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating. A teleconference option was offered.
 - i. If you have dialed-in, please email your information (Business name, address, your name, email address, phone number and fax number) to Diane Holder.
 - b. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing office no later than by 3PM on October 27, 2016.
 - ii. 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.
 - i. All communication through Diane Holder or Purchasing staff only. Do not communicate with other City staff.
 - d. Various forms are to be completed and returned with your bid.
 - i. Sign, date and return all Addenda.

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

4. Question: If you submit a proposal for both, are they evaluated independently or together?
Answer: They will be evaluated independently.
5. Question: Page 2, C. Proposal Submission. Please clarify the number of submittals?
Answer: One original and seven (7) copies for total of 8.
6. Question: What is the composition of the evaluation committees?
Answer: Brecka Anderson, Amy Spitzer, and Dan Smierciak for General Government and Eileen Marzak, Claudia Rasnick and Len Loria for GRU.
7. Question: For GRU, there are procedures leading to bond issuances, I see there is an anticipated a bond issuance in the next couple fiscal years during the contract period, what are the typical procedures that are required?
Answer: Currently (and it may change), the remarketing agents require Agreed Upon Procedures and it depends on when the bond or other debt issuance is going to occur, so it could be at fiscal year-end or it could be another point in time (such as the end of a quarter) .
8. Question: But they are typically agreed upon procedures?
Answer: Typically, currently.
9. NOTE: Section V-General Provisions, B General Terms and Conditions #7. Term. This will be an initial three year contract with the option to renew for two 2-year extensions.
10. Question: Please clarify the years. Is it September 30, 2017 going forward?
Answer: Yes, September 30, 2017 going forward.
11. Clarification: For an overview of how the process will go. Teams will be performing the evaluation on the technical and written proposals. For firms deemed qualified, Purchasing staff will open Fee proposals and assign points. More than likely we will have oral interviews; GRU has decided to have interviews, but General Government is still deciding. The City Auditor is the Contract Coordinator and, after receiving the team evaluations and the scoring process complete, will make a recommendation to the Audit and Finance Committee on the final ranking which then goes to the City Commission for final approval. We are projected to bring that recommendation to the Audit and Finance Committee in January 2017 and the City Commission in February 2017. This way, we will have contract in place to do any interim field work for spring or summer for 2017.
12. Question: On page 4, Item K and Exceptions to the RFP unless it's specifically stated. A quick read page, I haven't seen anywhere in here where there are specific areas where we are not allowed to take exceptions. In the General Terms and Conditions on page 18, if we take exception for example to the indemnification clause in number 4, are you expecting a red line "we don't agree with this" or "this is how we would like to see this" or how would you that presented?

Answer: You may submit exceptions as stated in Item K "...All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals..."

13. Question: Can we get a copy of the contract to use as a template?

Answer: Please refer to the current contract (attached) as a template. This does not include any current changes in law.

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

14. Question: May we please receive a copy of the General Government prior year financial statements?

Answer: Documents are available at: <http://www.cityofgainesville.org/Portals/0/bf/CAFR%202015.pdf>

15. Question: How many auditors were in the field last year and for approximately how many days during the General Government audit?

Answer: 3 – 4 auditors. 2 weeks during interim and about a month for final.

16. Question: What was the prior year fee for the General Government audit?

Answer: The FY16 audit fees for General Government are as follows:

General Government	\$ 97,599
Wild Spaces Public Places	3,500
Community Redevelopment Agency	<u>5,000</u>
Total FY16 Audit Fees	<u>\$106,099</u>

17. Question: Who is responsible for preparing the General Government financial statements and notes?

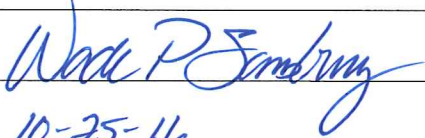
Answer: The City prepares the financial statements and the notes with the auditing firm reviewing and consulting?

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: 

DATE: 10-25-16

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

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Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

ADDENDUM NO. 3



Date: October 17, 2016

Bid Date: October 27, 2016
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government
And Gainesville Regional Utilities

Bid No.: CAUD-170010-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications and attendees of the non-mandatory pre-bid conference held on September 29, 2016.

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:

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

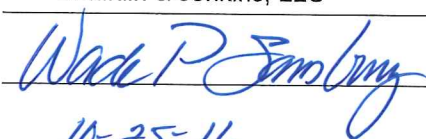
1. Question: When are the books closed and ready for audit?
Answer: GRU's response—the books will be closed and ready for audit by the last week in November.
GG's response – the books close mid to late December.
2. Question: What is the current or desired audit fieldwork schedule for preliminary and final fieldwork?
Answer: GRU's response—the desired preliminary fieldwork dates are August timeframe and the final fieldwork dates would begin the last week of November.
GG's response – currently the preliminary is early September and the final is the end of November.
3. Question: What level of assistance does GRU staff give for the audit, i.e. schedules prepared, etc.?
Answer: GRU staff prepares all lead schedules which will tie to the financial balances for the balance sheet and prepares all supporting documentations, including excel files.
4. Question: Does GRU staff prepare the financial statement and notes to the financial statements?
Answer: GRU prepares the MD&A, financial statements and all notes.
5. Question: What is the due date for the reports? The 2015 report was dated February 24, 2016. Were there any unusual circumstances in the 2015 audit?
Answer: GRU's response—the final due dates for the audit reports is February 25th if circumstances on GRU's side cause the reports to be delayed (for example, GASB 68 entries). GRU's expectation is that January 15th is the date that all reports are finalized and the financial statements are issued. GASB 68 delayed the issuance of the financial statement for the 2015 audit.
GG's response – the due date for the reports is six months after the fiscal year end.

6. Question: How many estimated hours are done for current fieldwork, i.e. number and level of staff, how many days on site, etc.?
Answer: GRU's response—estimated hours are unknown. GRU noted for preliminary fieldwork, there are 4-5 people on site for 8-10 days (audit manager and staff/partner for a portion of the time). GRU noted for final fieldwork there are 4-6 people on site for three weeks (audit manager and staff/partner for a larger portion of the time than preliminary).
GG's response – 3-4 auditors. 2 weeks during interim and about a month for final.
7. Question: What were the 2015 audit fees for the GRU audit?
Answer: \$141,719
8. Question: Does GRU finance staff provide the valuation of derivative instruments marked to market at year end and write the note to the financial statements?
Answer: Third parties provide the valuations. GRU staff prepares the note.
9. Question: Does GRU anticipate requiring an audit under the Uniform Guidance (single audit) for the 2017 audit year?
Answer: No.

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: 
DATE: 10-25-14

www.mjcpa.com

MAULDIN & JENKINS, LLC

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

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

