August 2021 Executive Committee Meeting

Minutes

August 25th, 2021 11:00 – 12:00 AM EDT

1. Opening

Mr. Paul Tobin opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 11:00 AM.

Members Present: Mr. Enrique Escallon, Mr. Brian Nerland, Ms. Kailey Medlock Ms. Janet Good, Mr. Eddie Hall, Mr. Paul Tobin

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. There were no modifications to the agenda. The agenda was accepted as presented by acclamation without objection.

3. Approval of Minutes

No members of the public commented. There were no modifications to the July 2021 Executive Committee Minutes. The minutes were accepted by acclamation without objection.

4. Financial Statements

Ms. Doyle briefly went over the July 2021 Financial statements. She explains that there will be an influx of assistive technology purchases in the coming months. Mr. Tobin asked if Ms. Doyle anticipates a surplus or deficit at the end of the fiscal year. She states that FAAST has historically gone over budget. Currently, FAAST is on track.

Ms. Kailey Medlock made the motion to approve the July 2021 Financials. Mr. Nerland seconded the motion The July 2021 Financial Statements are approved as presented by acclamation without any objection.

5. Executive Director Evaluation | Paul Tobin

Mr. Tobin explains that the Executive Director self-evaluation was sent out this morning to committee members. 13 out of 19 ATAC members participated and all staff participated as well. All responses were very supportive. Mr. Tobin reviewed all scores with the committee. Overall, it was a very positive review. Ms. Good commends Ms. Doyle on her hard work and progress. Mr. Brian Nerland states that she has been a pleasure to work with.

Mr. Tobin recommends that the Executive Director Evaluation be approved and it be given to full ATAC for review.

6. North Central, West Central and Southeast RDC proposals | Whitney Doyle

Ms. Doyle explains that she has put together a timeline for the three RDC proposals. FAAST received two protests for the tie-breaker process for the Northeast region. One of the applicates said that the identical language should not be ignored. Meaning the two scores were not identical. Ms. Doyle is working with VR and their attorneys to ensure that the ATAC decision stands and that FAAST can move forward with the process. The southwest RDC proposal, that applicant felt like their letters of reference should be used as references, but they were not scored as such.

Ms. Janet Good made the motion for Ms. Doyle to issue these three RFP's. Mr. Nerland seconded motion.

7. New ATAC Members

Ms. Doyle presents Dr. Angel Perez and Ms. Lisa Peterson to the executive committee. Ms. Janet Good interviewed her.

Ms. Good made the motion to approve her application and submit her application to the ATAC for final approval. Mr. Nerland seconded the motion. Her application is moved forward to the full ATAC by acclamation without any objection.

Mr. Eddie Hall made the motion to approve Ms. Lisa Peterson's application and move it forward to the full ATAC for final approval. Ms. Good seconded the motion. Her application is moved forward to the full ATAC by acclamation without any objection.

8. ATAC Manual Revisions | Whitney Doyle

Ms. Doyle explains the need for an updated Personal Care Assistance policy for ATAC member's traveling on behalf of FAAST. This policy requires ATAC

members to sign an accommodation request form. Mr. Tobin asked that an indemnification clause be added to the policy.

Mr. Enrique Escallon made the motion to accept the PCA policy. Ms. Good seconded the motion. The motion is approve by acclamation without any objection.

9. September ATAC Agenda

Ms. Doyle presents the draft agenda to Executive Committee. She asked how they would like to go about doing officer elections. At the end or beginning of the meeting? The committee discusses having the election after 10am.

By acclimation the committee accepts the September ATAC Agenda.

10. Action Items

Ms. Doyle give an update on ATAC training opportunities. She would like to purchase a 4-Hour ethics course and parliamentary procedure course. No one presented an objection to moving forward with the course.

11. Closing

Next meeting- Wednesday, September 22th, 2021, at 11:00 AM. No Public Comment was made. The meeting was adjourned at 12:00 AM.

Professional Services Proposal for Florida Alliance for Assistive Services & Technology, Inc.

Request for Proposal:Client Accounting Services

Due Date: November 30, 2021

Proposer

Carr, Riggs & Ingram CPAs and Advisors

2633 Centennial Blvd. Ste 200 Tallahassee, Florida 32308 Phone: 850.878.8777 Fax: 850.878.2344

Submitted by

Donna Bergeron, CPA Tax and Client Accounting Services Partner dbergeron@CRIcpa.com





Dear Whitney Doyle, MNM, CP:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on client accounting services to Florida Alliance for Assistive Services & Technology, Inc. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

Investment in You. We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on "Day 1" as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

Dedicated Team. CRI's team consists of more than 1,900 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

Equilibrium. CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that's the best of both worlds for our clients.

Active Partner Participation. Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business' needs and industry. Our hands-on, working partners "show up" to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

Simplified Solutions. While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we're here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

We welcome the opportunity to demonstrate to you the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,

Donna Bergeron, CPA

Tax and Client Accounting Services Partner

Carr, Riggs & Ingram, LLC

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CRI FIRM PROFILE



FOUNDED IN 1997 • 10 STATES • 25+ MARKETS





1900 +



300 +







CRI FIRM VALUES:

CLIENT SERVICE. RESPECT. INTEGRITY.



SERVICES

Accounting & Auditing Advisory **Business Support & Transactions Business Tax** Employee Benefit Plans Governance, Risk & Assurance Individual Tax & Planning IT Audits & Assurance

INDUSTRY EXPERTISE

Captive Insurance Construction Financial Institutions Governments Healthcare Institutional Real Estate Insurance Manufacturing & Distribution Nonprofits

CRI FAMILY OF COMPANIES



Auditwerx



CRI Advanced Analytics



CRI Capital Advisors



CRI Solutions Group



CRI TPA Services



Level Four Advisory Services



Paywerx



Preferred Legacy Trust

NOT-FOR-PROFIT CREDENTIALS



CRI'S NOT-FOR-PROFIT EXPERTISE







with \$13+ billion in total assets



Including: CPA, CVA, CFE, CFF, CISA, CITP, and CGMA



Experience with all sectors of not-for-profit organizations, foundations, and associations

State not-for-profit organization association memberships

220+ Single audits performed annually

4 out of

Not-for-profit audit clients choose CRI for additional services

Clients with annual revenues up to:
\$1.9 Billion

and assets up to:

\$3.6 Billion

1

Not-for-profit clients
with a total of \$586+ million in federal
grant expenditures



Single Audit Resource Center's Award for Excellence in Knowledge, Value, and Overall Client Satisfaction

CLIENT ACCOUNTING SERVICES





Client Accounting Services

CPAs & Advisors

CRI assists you with utilizing technology to transform your business and its operations.



BENEFIT FROM SERVICES AND SOLUTIONS THAT ARE:

- Collaborative. CRI partners with you to identify opportunities. Then, we utilize our breadth and depth of experience, as well as the latest technology and tools, to provide continuous recommendations aimed at improving your results and protecting your future.
- Tailored. You may need help in some or all of the following areas: general ledger, financial statement preparation, payroll, bank reconciliation, or filing of certain returns. Alternatively, you might need help in the form of co-sourcing or outsourcing your business processes. Finally, you may need assistance with process improvement. We'll work with your team to customize our services to meet your needs, which translates into paying only for specific, high-level expertise as it is required.
- Real-time. Stakeholders need relevant, reliant, and real-time information to make impactful business decisions. Stale financial information can impede your organization's improvement or growth. Our service platform and processes rely on the latest cloud-based technologies to leverage your data's power—allowing you to immediately capitalize on opportunities.

Technology is providing opportunities to transform every aspect of businesses, including marketing and sales, inventory and fulfillment, finance and banking, and payroll. Accounting is not an exception.

Organizational leaders thrive when they collaborate with professionals who are adept at change, possess the requisite experience and expertise, and utilize the appropriate tools. Therefore, stakeholders are seeking trusted advisors that provide personalized service, ongoing value, and real-time (versus historical) financial insights. This teamwork enables impactful decisions made at the speed of business. Your previous solutions may have included implementing controls, hiring resources, or purchasing various accounting software or add-ons. CRI's team and tools provide a different path to achieving your company's ultimate objective(s).

CRI's specialists utilize the latest cloud-based technologies, whether you require strategic guidance, portions or all of an accounting department (including payroll), cash flow planning, or internal controls assistance. We use real-time financial information and automated key predictive indicators to highlight and analyze the operational impacts of financial decisions.

CRI's experience and breadth as a full-service CPA firm enable us to anticipate typical challenges – such as potential sales, use, payroll, and income tax issues. Our expertise enhances internal controls, establishing more accurate accounting while decreasing opportunities for fraudulent activities. And the best part? You are able to focus on developing business and servicing customers.



CRIcpa.com

CRI FAMILY OF COMPANIES





Auditwerx - Specializing in compliance and attestation services including SOC 1, SOC 2, SOC 3, SOC for Cybersecurity, and PCI Data Security Standard (PCI DSS) assessments throughout the U.S. and Canada, Auditwerx delivers in-depth reports with tailored results that help organizations grow their business.



CRI Advanced Analytics - CRI Advanced Analytics identifies and leverages analytic opportunities to create actionable insights via software products that deliver data-driven predictive reports, enabling forecasting and management of the critical aspects of your business.



CRI Capital Advisors - Combining their strength with CRI to navigate both large and complex transactions meeting the specific needs of each client, CRI Capital Advisors is a merger and acquisitions investment banking firm that provides solutions for lower to middle market companies.



CRI Solutions Group - Working with clients to create efficiencies, develop process improvements, improve customer experience, streamline operations, and create differentiators, CRI Solutions Group's approach to management consulting helps clients truly understand all aspects of their business.



CRI TPA Services - CRI TPA Services assumes your compliance burden as a retirement plan sponsor by fulfilling all fiduciary requirements and filing your annual 5500 series returns, determining distribution eligibility, conducting non-discrimination testing, and providing detailed quarterly account statements.



Level Four Advisory Services - Knowing that a holistic approach to wealth management is what today's market complexity and volatility demand, Level Four delivers comprehensive advice and solutions alongside your CRI advisor to supplement all of your financial planning needs.



Paywerx - Paywerx is a national full-service payroll company delivering comprehensive payroll, workforce management, and integrated time solutions to streamline and sync your processes with your accounting and tax advisors efficiently by way of a user-friendly and intuitive software.



Preferred Legacy Trust Company - Preferred Legacy Trust's network of professionals provide a tailored approach to trustee and fiduciary services coupled with family and philanthropy planning, household financial management, and advisory services for high-net-worth individuals and families.

CLIENT ACCOUNTING SERVICES REFERENCES



CLIENT NAME& CONTACT INFORMATION	FISCAL YEARS	TECHNICAL POINTS TO CONSIDER
The Center for Health Equity, Inc. Sharon Ross-Donaldson CEO/President Phone: 850.875.5005 Cell: 850.591.0649 Fax: 850.875.4945 srdonaldson@centerforhealthequity.com	2002 - current	 Financial Statement Preparation IRS Form 990 Preparation Accounts Receivable Preparation Accounts Payable Preparation Payroll Processing Grant Reporting QuickBooks Utilization
Florida Pulp and Paper, Inc. Mercer Fearington Phone: 850.671.4401 Cell: 850.251.0407 fearington@thesoutherngroup.com	1996 - current	 Financial Statement Preparation Accounts Payable Preparation QuickBooks Utilization IRS 990 Preparation
Florida Land Title Association Scott Merritt Executive Director Phone: 904.536.2325 scott@flta.org	2016 - current	 Financial Statement Preparation IRS Form 990 Preparation Accounts Payable Preparation Recording of Deposits Sales Tax Prep QuickBooks Utilization



Donna Bergeron, CPA

Tax and Client Accounting Services Partner Engagement Partner

dbergeron@CRIcpa.com 850.201.5815 | Direct



Representative Clients

- · The Center for Health Equity, Inc.
- · Florida Pulp and Paper, Inc.
- · Florida Land Title Association

Additional representative clients provided upon request

Experience

With over 25 years of experience, Donna has been advising both individuals and businesses regarding their taxation and financial preparation. She is the head of our Tallahassee office Client Accounting Services department and leads a wonderful team to service our clients in payroll tax preparation, sales tax preparation and financial statement preparations. Firmwide, she is a valued resource on CAS service line issues, production, and supervision. Her extensive QuickBooks training has been a valuable asset to clients in their daily operations. Donna works with a variety of industries including the non-profit industry. Donna and the CAS department currently serve many small business clients as their external accountant and trusted advisor.

She is also an active volunteer with her church, as well as school events in her community.

Education, Licenses & Certifications

- BS, Accounting, Florida State University
- Certified Public Accountant (CPA)

- American Institute of CPAs (AICPA)
- Florida Institute of CPAs (FICPA)
- Tallahassee Regional Estate Planning Council (TREPC)



Michael Carter, CPA

Partner-in-charge - Tallahassee Office

mcarter@CRIcpa.com 850.201.5851 | Direct



Representative Clients

- · Florida Prepaid College Board
- Florida School Boards Association
- Chipola College Foundation
- North Florida Community College Foundation
- Florida ABLE
- Foundation for Excellence in Education
- · Governors Club
- Florida is for Veterans
- · Theatre Tallahassee
- Ambassador Personnel and PEO
- Mayo Fertilizer
- Florida Medical Association and related entities
- Florida Justice Association and related entities
- Jackson County, Florida
- · Washington County, Florida

Experience

Michael has over 25 years of experience in accounting, auditing, single audit, consulting and tax services. He is the partner on audits of numerous governmental entities, non-profit organizations, employee benefit plans, construction companies and privately owned corporations. Michael serves as the partner-in-charge and audit partner within the Tallahassee and Marianna offices of CRI. He is a member of the firm's Quality Control Committee and Non-profit and Governmental Team, and serves as an Engagement Quality Control Reviewer of federal and single audit engagements for the firm. Michael primarily services the not-for-profit and governmental industry and focuses most of his continuing education in these areas. Michael is the past chairman of the board of directors for the Tallahassee Museum and currently is the treasurer for Equal Shot.

Education, Licenses & Certifications

- BS, Accounting and Finance, Florida State University
- Certified Public Accountant (CPA)
- Not-for-Profit Certificate II, AICPA

- American Institute of CPAs (AICPA)
- Florida Institute of CPAs (FICPA)



Jeannine Busch, CPA, CFE

Senior Consultant - Non-profit Accounting

jbusch@CRIcpa.com 850.201.5856 | Direct



Representative Clients

- FDEM Grant Management Services for the Bureau of Recovery for the Public Assistance grant programs administered by FEMA for Hurricane Michael
- Manager of all federal and state projects
- VISIT Florida
- Florida Democratic Party
- Ounce of Prevention Fund of Florida
- · Children's Forum, Inc.
- Florida is for Veterans
- Florida Network of Youth and Family Services
- · Florida Medical Association
- Professionals Resource Network
- · Florida Hospital Association

Experience

With over 14 years of experience, Jeannine is a highly skilled consultant of federal programs and state projects. Jeannine is an expert in State Program management support. She is the current project manager for FEMA's \$1 Billion ongoing disaster recovery assistance for Hurricane Michael for the State of Florida's Division of Emergency Management Bureau of Recovery. Jeannine directs and leads the team while continuously monitoring and providing timely communications to the Division. Jeannine through her educational training and experience has a thorough understanding of processes to address assessed risks. Jeannine is a former Contract Auditor and consultant for Defense Contract Audit Agency (DCAA) were she provided accounting and financial advisory services to all DoD components engaged in procurement and contract administration. In addition, she provided services in connection with negotiation of contacts and subcontracts.

Jeannine is highly skilled in auditing not-for-profits requiring federal and state single audits under Uniform Guidance and Chapter 10.650 Rules of the Auditor General of the State of Florida. Jeannine is also a forensic manager and has led forensic investigations and provided testimony in court. During her career she has led audit and forensic engagements for a wide variety of governmental and not-for-profit organization clients.

Education, Licenses & Certifications

- BS, Accounting & Finance, Florida State University
- Masters of Business Administration University of South Florida concentration in forensic accounting
- · Certified Public Accountant (CPA)
- Certified Fraud Examiner (CFE)
- Not-for-Profit certificate Association of International Certified Professional Accountants

- American Institute of CPAs (AICPA)
- Florida Institute of CPAs (FICPA)
- Association of Certified Fraud Examiners current treasurer of the Tallahassee Chapter



Sareeta Kamath, CPA

Senior Consultant - Non-profit Taxation

skamath@CRIcpa.com 850.201.5854 | Direct



Representative Clients

- Florida TaxWatch Research Institute
- FSU Real Estate Foundation
- · Florida Beer Wholesalers
- North Florida Association of Builders and Contractors
- Foundation for Excellence in Education
- · Domi Education
- Florida Association of Restoration Specialists
- National Association of Trial Lawyers Executives
- Florida Association of Community Health Centers
- Florida Network of Youth and Family Services
- Big Bend Transit
- VISIT Florida

Experience

Sareeta has over ten years of experience in tax accounting. She has worked on numerous engagements for not-for-profit organizations, for-profit partnerships and corporations, trusts, estates, and individuals with federal and state reporting requirements. Sareeta oversees or reviews all information returns prepared for not-for-profit organizations within the Tallahassee office. She focuses most of her continuing education on not-for-profit taxation and is a firm resource on the topic.

Education, Licenses & Certifications

- BS, Accounting, University of Florida
- MS, Accounting, Florida State University
- · Certified Public Accountant (CPA)

- American Institute of CPAs (AICPA)
- · Florida Institute of CPAs (FICPA)
- · Tallahassee Regional Estate Planning Council

CLIENT ACCOUNTING SERVICES TEAM



Our Client Accounting Services team works together, using our combined knowledge to help ensure that our clients' needs are met in a timely and efficient manner. We always have at least two team members assigned to our clients to help ensure continued service should unexpected emergencies arise.



Mark Klawinski

Paraprofessional

Mark has worked with CRI for over 32 years. During this time, he has managed many clients' payroll, sales tax, invoicing and financial statement preparations. He works with most accounting softwares, but specializes in Xero and QuickBooks.



Karen Hudson

Paraprofessional

Karen has over six years of experience working with CRI and managed her own business before joining our team. She brings a wealth of knowledge to our team as our QuickBooks Pro Advisor and Xero Champion. She manages multiple profit and not-for-profit clients. Karen is experienced with payroll, sales tax, invoicing, bill payments, check writing and financial statement preparations.



Linda Webster

Paraprofessional

Linda has been with CRI and James D A Holley & Co (merged in with CRI in 2017) for over 12 years. She managed her own business before joining our team and uses her bookkeeping knowledge to help many clients with their back office accounting needs. She specializes in QuickBooks, but also works with Xero. Linda handles many clients' payroll, bookkeeping and financial statement preparation on a monthly basis.



Bre NeSmith

Paraprofessional

Bre assists clients with payroll, general bookkeeping, bill payment and financial statement preparation. She works in QuickBooks and is Xero certified.

CLIENT SERVICE IN TIMES OF CRISIS



Amidst the Coronavirus pandemic, CRI assembled a cross-functional team of professionals who have worked tirelessly to put into action our preparedness plans to ensure continuity of services for our clients. These teams, along with firm leadership, have monitored the latest updates and developments related to the Coronavirus crisis while maintaining uninterrupted delivery of services to you. We understand that being able to rely on advisors will help ease your mind and position you in a proactive stance for the future, and we want to assure you that our CRI professionals remain available to assist you with your current needs. While the methods by which you communicate with your advisor may differ during this time, the level of quality delivered by the professionals you know and trust will remain the same. CRI will continue with our proactive approach to interpreting new legislation and disseminating news of opportunities as they're made available in order to help provide stability and actionable solutions for you.

In addition to CRI's unwavering levels of client service, we have the tools and technology needed to provide a range of services in a remote environment. These offerings include virtual meeting softwares, secure file sharing, and more to continue to ensure proper compliance.

COVID-19 RESOURCES



It's no secret that the COVID-19 pandemic turned the world on its head. Businesses, governments, families, schools —none of us are exempt from the impacts of this unprecedented public health and economic crisis. To that end, CRI's dedicated COVID-19 Response Task Forces have curated a robust collection of original tools and resources to assist in making critical decisions during this ever-changing time.

This tool kit includes articles, alerts, downloadable collateral, podcast episodes, and our Quick Hits webcasts—short, 30-minute webinars focused on topics directly related to the impact that COVID-19 has had on our economy, and in turn, businesses and organizations of all sorts.

For all of CRI's COVID-19 Resources, please visit CRIcpa.com/covid-19-resources.

CLIENT ACCOUNTING SERVICES & FEES



We value creating and nurturing mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees.

Description of Services	Estimated # Trans/month	Hourly Rate	Est of Time	Monthly Fee	Annual Fee
Review of QBO file monthly to ensure GAAP reporting is followed, maintaining costs by program for grant tracking		130	1	130	
Invoicing and recording of deposits each month	40-50	130	4	520	
Prepare payments to vendors upon client approval, semimonthly payments	55-65	130	4	520	
Post semimonthly payroll checks (Preferred Payroll Processes)	7	130	2	260	
Monthly review of cost allocation, per budget to help ensure grant funding allocation is correct		130	2	260	
Assist FAAST team in grant reporting. Monthly cost reimbursement grant, quarterly for state/federal contract and then another annual reporting		130	2	260	
Monthly reconciliation of bank and investment accounts	7-9	130	5.5	715	
Monthly reconciliation of credit card accounts (sub accounts)	2-5	130	2	260	
Prepare monthly financials, by the 14th of next month		215	1.5	323	
Prepare Annual 1099 Forms at yearend	7-15	130	2.5		325
Review of Yearend Payroll returns/W-2 filings	7	130	0.5		65
Assist with providing information for annual audit and tax prep, handled by another firm		130	2.5		325
Assist with providing information for funding agent audit/reviews, as needed		130	1.5		195
Input new annual budget information into QBO, once approved		130	1.5		195
Assist with cost proposals for audit/reporting		130	1.5		195

Average Monthly Fee	3,248	38,976
Annual Fees		1,300
Estimated Total Fees		40,276

^{**}We bill out based on an hourly rate and the above table is based on projected time frames. If after getting started we discover that the monthly fee is not accurate, we will discuss alternative fee arrangements.



Proposal To Provide Bookkeeping and Accountant Services To

The Florida Alliance for Assistive Services and Technology, Inc.

For the period January 1, 2022 to December 31, 2022, with an option to extend for a total of three years



Legal Name: James Moore & Co., P.L.

James Moore & Co., P.L. FEIN 59-3204548

2477 Tim Gamble Place, Suite 200 Tallahassee, Florida 32308 Phone: 850-386-6184

Fax: 850-422-2074 www.jmco.com

Contacts:

Mark Payne, CPA | Engagement Lead Partner Mark.Payne@jmco.com

November 30, 2021

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Transmittal Letter

November 30, 2021



Whitney Doyle, Executive Director The Florida Alliance for Assistive Services and Technology, Inc. 820 East Park Avenue, D-220 Tallahassee, FL 32301

Dear Ms. Doyle and Members of the Evaluation Committee:

The opportunity to submit our proposal to provide bookkeeping and accountant services for The Florida Alliance for Assistive Services and Technology, Inc. (FAAST) is a privilege and appreciated.

You're focused on enhancing inclusion for Floridians with disabilities of all ages through collaboration and empowerment. Therefore, we offer a commitment of our own—to provide the experience and dedication required to help you meet your financial challenges and serve the people who need you. Having served as your independent auditors for many years, we already have a deep understanding of your organization and enjoy existing relationships with your team. We believe an outsourced accounting engagement that begins with these important keys in place will ensure a smooth transition into a successful long-term engagement. Our proposal will demonstrate we are truly the best choice for your needs.

Extensive Nonprofit Accounting and Controllership Experience

Founded in 1964, James Moore & Co., P.L. (James Moore) currently serves nearly 300 nonprofits, ranging in size from small local organizations to entities with over \$30 million in yearly revenues. This background in nonprofit accounting, tax, and auditing gives us an in-depth knowledge of the unique needs and requirements of organizations like FAAST.

Our dedicated **Accounting & Controllership Services (ACS) Team** provides scalable and customizable accounting solutions that help you maximize your existing resources so you can work at peak efficiency. At over 30 members strong, you'll have peace of mind knowing an accountant will always be available to answer your questions, respond to sensitive issues, and accurately maintain your bookkeeping and finances.

FAAST will be served by qualified industry and service professionals who serve on these teams and maintain their understanding of the association accounting and bookkeeping environment through participating in the best qualified continuing professional education (CPE), attending industry-specific conferences, working on similar engagements, and maintaining proficiency in related software.

With such experience comes efficiency and the ability to work collectively to meet strict deadlines without compromising quality. An experienced team provides support on all levels, from technical consultations to addressing issues associated with your day-to-day financial and compliance requirements.

James Moore will inform your staff of accounting and tax changes relevant to you. We also will focus on ensuring two-way communication and collaboration on unusual accounting challenges with you throughout the year, and we encourage you to call us with questions regarding your day-to-day activities. Our goal is not only to provide timely and quality service, but also to help you operate efficiently and keep you abreast of compliance changes that impact you.

What our proposal cannot convey is our sincere desire to serve FAAST. Our philosophy is simply stated—we believe our services should make a contribution to your success each year.

Sincerely,

JAMES MOORE & CO., P.L.

Mark Payne, CPA

Partner



Section 1: Proposer Information

COMPANY NAME	James Moore & Co., P.L.
CONTACT	Mark Payne, CPA Partner
CONTACT	2477 Tim Gamble Place, Suite 200 Tallahassee, FL 32308
INFORMATION	850.386.6184 Mark.Payne@jmco.com

Section 2: Scope of Work/Description of Services and Approach

ACCOUNTING METHODOLOGY

We understand the work is to be performed in accordance with United States Generally Accepted Accounting Principles (GAAP). Our accounting methodology is designed to be efficient and effective in the performance of daily, weekly, monthly, and annual activities. Applying our methodology we are able to:

- a. Staff your engagement with trained and experienced members of our Accounting & Controllership Team.
- b. Involve you in the process to ensure proper planning, which will limit risk and provide for efficiencies.
- c. Provide quality control over the reporting and processing functions and ensure segregation of duties for all sensitive areas, i.e. payment processing and vendor maintenance.

This methodology places a strong emphasis on communication and planning. It is focused on your organization and how you operate. We provide a dedicated team of professionals with extensive experience providing services in the nonprofit industry. Our methodology includes as part of the team a partner who will commit time to ensure accuracy of the financial statements and consistency in the monthly processing. This team will keep you informed through regular meetings and updates.

<u>The Bottom Line</u> – We take our responsibility as your accountant seriously. We want our performance to be efficient and effective. Moreover, we want our relationship with you to be a beneficial one that promotes communication, process enhancements, and mutual respect.

James Moore will conduct the scope of work as listed in the RFP to include:

- Bookkeeping Services
- Financial Services
- Audit Preparation
- Budget

MAINTAINING HISTORICAL ACCOUNTING INFORMATION

We understand the importance of maintaining historical accounting information for comparisons and other purposes. At the onset of the engagement, we will export some of your historic financial information from your current accounting software (QuickBooks) and import it into our cloud-based accounting software. Our software also allows for the storage of records such as invoices and bills, and we will store this information for FAAST from the onset of the engagement. FAAST is responsible for the storage of its invoices, bills, and other historic accounting records leading up to the onset of the engagement.



Section 3: Firm's Qualifications

You know your organization inside out—what you do, what your constituents need, how you help them. While you're taking care of all that, who's taking care of your finances?

As a nonprofit organization, you have a budget to balance and salaries and bills to pay. These responsibilities require more than just business sense; it calls for the knowledge and experience of accounting professionals.

James Moore's ACS department provides solutions at all levels, be it QuickBooks support, basic accounting services, a la carte services, or a fully outsourced accounting department. **With over 30 professionals, we have one of the largest outsourced accounting teams in Florida**—giving us the vast experience and bench strength to help clients of any size.

Our expansive team of accounting professionals are always available. Your service won't be interrupted if someone is sick, on vacation, or otherwise absent (as it would be with a single in-house service provider). This bench strength also brings multiple levels of expertise to the table. As a result, your financial matters are handled consistently and accurately—freeing up your current staff to focus on the work that fulfils them.

NONPROFIT EXPERIENCE

Nonprofit organizations face multiple challenges – fluctuations in grant funding and contributions, the increase in the demand for services, and the requirements for transparency and government oversight. We have the knowledge and resources to assist you in meeting the demands of your industry. James Moore has served nonprofit organizations since the firm was founded in 1964. In fact, nonprofit organizations represent more than 25% of our accounting and auditing practice.

Your mission is to serve your community. Our mission is to help support you by providing innovative, cost-efficient solutions that address your accounting and budgetary needs.

In response to the increasingly complex and ever-changing requirements associated with nonprofit accounting, our firm established a *dedicated Nonprofit Services Team*. Members of this team have extensive experience auditing federal and state grants, as well as experience providing a variety of other services that help nonprofits operate efficiently and effectively. The services we provide nonprofit organizations include financial statement audits; federal and/or state single audits (OMB Uniform Guidance and Rules of the Auditor General); internal control evaluations; accounting and controllership services; tax preparation; compensation studies; grant monitoring; cost allocation; board development; human resources consulting; technology solutions consulting; and more.

Our Nonprofit Services Team currently serves nearly 300 nonprofit organizations throughout the state of Florida. For a full list of our nonprofit clients, see **Section 5**, **Other**, of the proposal. Following is a *small sample* of our experience providing bookkeeping and accounting services, including QuickBooks support, to multi-agency funders and other nonprofit organizations like yours:

Adult & Community Educators of Florida, Inc.

Aging With Dignity

Alligator Point Water Resources
District

Boys & Girls Club of the Big Bend, Inc. CareerSource North Central Florida Community Partnership for Children, Inc.

Center for Fine Arts Education, Inc. Florida Arts Education Association, Inc.

Florida Association of RV Parks & Campgrounds, Inc.

Florida Coalition for Children, Inc.

Florida is For Veterans

Florida Juvenile Justice Foundation, Inc.

Florida Music Educators Association,

Florida Music Foundation

Florida Recreation & Parks Association, Inc.

Florida School Music Association, Inc.

Florida Society of Association Executives, Inc.

Florida Special Olympics

Gadsden Senior Services

Healthy Start Coalition of Miami-

Dade, Inc.

Healthy Start MomCare Network

Henry & Rilla White Foundation, Inc.

Holy Comforter Episcopal Church Killearn Homes Association, Inc.

Lighthouse Children's Home, Inc.

Partnership for Strong Families, Inc.

Riverside Conservancy

Tallahassee United Futbol Club

Volunteer Florida



Section 3: Firm's Qualifications

Qualifications specific to FAAST's engagement include:

1. Be a Certified Public Accountant

James Moore is a Certified Public Accountant, licensed by the State of Florida. In addition, each individual assigned to is properly licensed to practice in the State of Florida.

2. Have experience using QuickBooks Online

In addition to our long history using QuickBooks Online, James Moore has provided QuickBooks training for many organizations. We have the knowledge and expertise to ensure all FAAST's bookkeeping is completed accurately and as required by the ITB.

3. Have experience with accounting methods for writing and tracking financial loans

Our team has deep knowledge of nonprofit loan requirements, such as PPP, as we work with several other nonprofit clients who maintain full compliance with accounting and reporting considerations as they relate to GAAP.

4. Have experience with 501(c)3 nonprofit organizations and the preparation of IRS form 990

James Moore has extensive experience assisting 501(c)3 nonprofit organizations in the preparation of IRS form 990. Information needed for IRS Form 990 is collected during audit fieldwork. Preparation of the returns begins immediately following fieldwork. Waiting until this time ensures we have a final trial balance. The goal when completing the 990 is to present it during the same time the audited financial statements are presented to those charged with governance, however this is dependent upon the receipt of all available information and adequate time for management's review of the 990 prior to submitting it to the board for its review.

5. Have experience with state and federal audit requirements

A significant portion of our audits require testing federal and state grant compliance under OMB Uniform Grant Guidance, as well as the Florida Single Audit Act. In those instances, the audit will encompass the financial statements and the schedule of expenditures of federal awards and state financial assistance. OMB Uniform Grant Guidance and the Florida Single Audit Act require James Moore obtain an understanding of internal control over federal programs and state financial assistance projects.

Section 4: Client Portal/Online Interface

The firm's Client Portal serves as a centralized, secure location to upload and download sensitive documents (Sharefile). As you upload documents to our secure client portal, they are marked as "received" so all engagement team members are aware of what has been received and what is outstanding. We also utilize secure video conferencing tools such as Zoom and Skype for Business for communication and to share application screens. This allows us to work collaboratively to review materials and address your needs quickly. Beyond our client portal, we place emphasis on understanding your internal technological environment.



COST PROPOSAL

Providing a high level of value for the fees you pay is integral to our basic engagement philosophy. However, choosing a bookkeeping and accounting firm should always be made primarily on the basis of qualifications, capabilities, and commitment. We spare no effort to find common ground for providing a high level of services at a reasonable cost. We generally discount our services by 20% for nonprofit organizations.

Based on our commitment to you and our dedication to the nonprofit community, our discounted fees to provide the services noted in your RFP are noted below. If the fees we have presented don't fit within your budget constraints, we encourage you to contact us to discuss ones that do.

SERVICES	YEARLY FEE
Bank Reconciliations	\$4,080
Investment Reconciliations	\$2,040
AP Entry/Review	\$8,670
Bill.com Integration*	\$2,520
Notes Receivable	\$7,680
Payroll	\$2,520
Credit Cards	\$4,080
Work Paper Preparation/Financial Statements	\$15,360
Review/Questions/Board Meetings	\$5,280
Communication	\$10,560
Partner Questions/Review	\$8,400
Audit Preparation	\$3,200
1099s	\$500
Engagement Charge	\$400
Yearly Total	\$75,290
Monthly Fee	\$6,274

^{*}bill.com fee is \$49 per month + \$15 per client user per month + \$1.69 per transaction. James Moore can either bill FAAST or have bill.com invoice FAAST directly.

BILLING PRACTICES FOR ADDITIONAL PROFESSIONAL SERVICES

We anticipate your personnel will contact us routinely throughout the year to discuss new accounting issues or significant transactions. Because we value consistent communication with our clients, we consider these routine consultations to be included in the scope of the fees proposed above.

If, during the course of these meetings or other discussion with your personnel, a larger project is identified for which you would like to engage James Moore's services, we will render a billing for such services at an amount or rates agreed upon prior to the beginning of the engagement. Hourly rates are included in the table below.

Staffing Level	Hourly Rate
Partner/Director	\$305
Manager	\$205
Senior Accountant	\$165
Associate/Staff Accountant	\$120
Administrative	\$110



RÉSUMÉS

We believe successful engagement performance requires a strong, functional team. Our approach to selecting an engagement team is based on the need for close coordination, carefully-defined responsibilities, open lines of communication, and constant quality control throughout the engagement. We hire the best from around the state, bringing value to our partnership with clients. Your engagement will be staffed by full-time personnel experienced and knowledgeable about nonprofit entities. We understand the benefit of continuity of all engagement personnel year after year, so your engagement team will remain as consistent as possible and will always include experienced individuals. The proposed engagement team is as follows; résumés of key personnel are included on the subsequent pages.

Key Personnel

- Mark Payne, CPA, Lead Engagement Partner
- Nadia Batey, CPA, Partner
- Katherine Munday, CPA, Manager

Additional Team Members

- Jennifer Shafer, Lead Accountant
- Melody Brown, Accounting Clerk





RÉSUMÉS



MARK PAYNE, CPA LEAD ENGAGEMENT PARTNER

As a certified public accountant in the states of Florida and Georgia, Mark has over 30 years of experience providing accounting and consulting services to nonprofit organizations, professional associations and governmental agencies. He is the Partner-In-Charge of the firm's Tallahassee office and leads the firm's Nonprofit Services Team.

ENGAGEMENT RESPONSIBILITIES

Mark will serve as the primary point of contact and will have complete and final responsibility for the engagement. He will oversee and approve all procedures and will be responsible for ensuring the highest quality of client services.

EXPERIENCE

Mark has extensive knowledge of OMB Uniform Grant Guidance and has been intricately involved with audits of nonprofit organizations and governmental entities that receive state and federal financial assistance subject to Government Auditing Standards. His extensive knowledge of Federal and State tax compliance has made him a firmwide resource when questions arise regarding nonprofits and accounting.

Mark is an active speaker throughout Florida and the southeast, addressing topics related to the Federal Uniform Grant Guidance, internal controls, nonprofit board development, financial management, and reviewing financial statements. He is a member of several professional associations and nonprofit boards, including the Institute for Nonprofit Innovation and Excellence where he serves as a board member and the United Partners for Human Services, Inc. Mark also is one of the founding members of the Strategic Nonprofit Alliance Partnership (SNAP) and a frequent speaker at SNAP meetings.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Mark received a Bachelor of Science in Accounting and Finance from Florida State University. He has been directly involved in developing courses for inhouse CPE training and has served as an instructor for audit-related courses. Mark has exceeded the CPE requirements of the State Board, with classes specific to nonprofit and governmental auditing, as required by the U.S. Government Accountability Office.

MEMBERSHIPS

American Institute of Certified
Public Accountants
(Member of Government Audit
Quality Center)

Florida Institute of Certified Public Accountants

Georgia Society of Certified Public Accountants

The Institute for Nonprofit Innovation and Excellence (Board Member)

Strategic Nonprofit Alliance Partnership (SNAP), Inc., (Founding Member)

United Partners for Human Services, Inc. (Board Member)

Tallahassee Board of Realtors, Inc.

Government Finance Officers
Association

Florida Government Finance Officers Association



MARK PAYNE, CPA LEAD ENGAGEMENT PARTNER

RELEVANT EXPERIENCE

NONPROFIT

Aging With Dignity, Inc.
Alabama Coalition Against Domestic Violence, Inc.
Another Way, Inc.

Area Agency on Aging, Inc. Big Bend Cares, Inc.

Big Bend Community Based Care, Inc.

Big Brothers Big Sisters of the Big Bend, Inc.

Bond Community Health Center, Inc. Boys & Girls Club of the Big Bend, Inc.

Brehon Institute for Family Services, Inc.

Byrneville Elementary School, Inc.

Capital City YMCA, Inc.

Capital City Youth Services, Inc.

Capital Medical Society Foundation, Inc.

CareerSource Big Bend

CareerSource Chipola

CareerSource Escarosa

CareerSource Florida Crown

CareerSource Gulf Coast

CareerSource Okaloosa Walton

CareerSource Tampa Bay

Celebration Baptist Church

Center for Independent Living, Inc.

Citrus MYcroSchool of Integrated Academics and

Technologies, Inc.

Disability Rights Florida, Inc.

DISC Village Foundation, Inc.

DISC Village, Inc.

The Family C.A.F.E., Inc.

Florida Alliance For Assistive Services & Technology, Inc. Florida Association for Volunteer Action in the Caribbean and

the Americas, Inc.

Florida Chapter of the American Planning Association, Inc.

Florida Council Against Sexual Violence, Inc.

Florida Hospice & Palliative Care, Association

Florida Housing Coalition, Inc.

Florida Quarter Horse Racing Association, Inc.

Girl Scout Council of the Florida Panhandle, Inc.

The Henry & Rilla White Youth Foundation, Inc.

Human Services Associates, Inc.

Lee Conlee House

Lee's Place, Inc.

Micah's Place, Inc.

MYcroSchool Gainesville

MYcroSchool Jacksonville

MYcroSchool Pinellas

Neighborhood Medical Center, Inc.

New Road to Learning, Inc.

Northwest Florida Water Management District

Pensacola Beach Elementary School, Inc.

Refuge House, Inc.

Safety Shelter of St. Johns, Inc., DBA Betty Griffin House

The Seaside School, Inc.

School for Accelerated Learning and Technologies, Inc.

School for Integrated Academics and Technologies (SIATech) -

Gainesville

School for Integrated Academics and Technologies (SIATech) -

Jacksonville

School for Integrated Academics and Technologies (SIATech) -

Miami-Dade

School of Arts and Sciences, Inc.

Suwannee Valley Transit Authority

Tallahassee Bar Association, Inc.

Thomasville Community Resource Center

Twin Oaks Juvenile Development, Inc.

Wakulla's Charter School of The Arts, Science and Technology,

Inc.

GOVERNMENT

Baker County

Big Bend Water Authority

City of Cape Canaveral

City of Carrabelle

City of DeLand

City of Fernandina Beach

City of Lynn Haven

City of Midway

City of Monticello

City of St. Marks

City of Titusville

Florida Governmental Utility Authority

North Central Florida Public Charter School

Suwannee River Area Council of the Boy Scouts of America,

Inc.

Town of Greensboro

Town of Havana

Union County

Volusia County

Wakulla County



RÉSUMÉS



NADIA BATEY, CPA PARTNER

Nadia has over 15 years of experience providing tax and consulting services with advanced knowledge of C corporations, S corporations and partnerships in matters relating to multi-state taxation. As a result of her experience, she leads the firm's State and Local Tax (SALT) Service Team. She is also an integral member of the firm's Construction and Real Estate Services Teams.

ENGAGEMENT RESPONSIBILITIES

Nadia will be responsible for the completion and quality control review of the 1099. She is available to address any tax-specific questions or concerns that arise throughout the year.

EXPERIENCE

During her tenure with the firm, Nadia has focused on preparing and filing tax returns for broad range of entities including nonprofit organizations and higher education entities, and addressing unrelated business income tax issues, most notably UBTI resulting from private equity investments, and the extensive state tax filing requirements that result therefrom. She focuses on opportunities for state and local tax savings through complete analysis and development of effective planning strategies, coupled with successful implementation and firm negotiations with taxing authorities. She possesses the experience to handle the filing of returns in every state.

EDUCATION & CONTINUING PROFESSIONAL EDUCATION

Nadia received a Bachelor of Science in Accounting and a Bachelor of Science in Food and Resource Economics from the University of Florida. She has exceeded the continuing professional education requirements of the State Board, with classes specific to nonprofit and governmental auditing, as required by the U.S. Government Accountability Office.

RELEVANT EXPERIENCE

Healthy Start MomCare Network, Inc.
Live the Life Ministries, Inc.
Lighthouse Children's Home

MEMBERSHIPS

American Institute of Certified Public Accountants (AICPA)

Florida Institute of Certified Public Accountants (FICPA)

Institute for Professionals in Taxation

Women United Leon County



RÉSUMÉS



KATHERINE MUNDAY, CPA MANAGER

Katherine has nine years of experience providing accounting, auditing, and consulting services to nonprofit organizations. She is a key member of the firm's Nonprofit Services Team.

ENGAGEMENT RESPONSIBILITIES

As the Engagement Manager, Katherine will be responsible for various aspects of the engagement, including planning, performance and supervision of fieldwork, oversight of staff, grant compliance, and preparation of final reports.

EXPERIENCE

Katherine is a certified public accountant in the state of Florida and has been with James Moore for the entirety of her career. She has significant experience in charter school financial reporting and compliance as well as larger nonprofits with state/federal funding levels of at least \$750,000.

Katherine's clientele includes workforce boards, community based care agencies, charter schools, music associations, and other similar organizations. This work has given her deep experience and expertise in the nonprofit industry, and as such she is a key member of the firm's Nonprofit Services Team.

EDUCATION & CONTINUING PROFESSIONAL EDUCTION

Katherine received a Master of Accountancy from Auburn University and a Bachelor of Science in Accounting from Florida State University. She has exceeded the continuing professional education requirements with the State Board, with classes specific to nonprofit and governmental auditing, as required by the U.S. Government Accountability Office.

MEMBERSHIPS

American Institute of Certified
Public Accountants

Florida Institute of Certified Public Accountants

Strategic Nonprofit Alliance Partnership (SNAP), Inc., (Member)



Section 5: Attachments RÉSUMÉS

KATHERINE MUNDAY, CPAMANAGER

RELEVANT EXPERIENCE

Alabama Coalition Against Domestic Violence, Inc.

Anchorage Children's Home of Bay County, Inc.

Another Way, Inc.

Area Agency On Aging For North Florida, Inc.

Association of Florida Colleges

Big Bend Cares, Inc.

Big Bend Community Based Care, Inc.

Boys & Girls Club of the Big Bend, Inc.

Capital Area Healthy Start Coalition, Inc.

CareerSource Big Bend

CareerSource Chipola

CareerSource Escarosa

CareerSource Florida Crown

CareerSource Gulf Coast

CareerSource Okaloosa Walton

Center for Independent Living

Disability Rights Florida, Inc.

DISC Village, Inc.

Florida Alliance for Assistive Services and Technology

Florida Association of Professional Employer Organizations, Inc.

Florida Association of RV Parks & Campgrounds, Inc.

Florida Bandmasters Association

Florida Council Against Sexual Violence, Inc.

Florida Forestry Association, Inc.

Florida Harley Davidson Dealers Association, Inc.

The Florida Recreation & Park Association, Inc.

Florida Rural Water Association, Inc.

Florida Trail Association, Inc.

Gadsden Senior Services

Girl Scouts of the Florida Panhandle, Inc.

Independence Village, Inc.

Leon County Educational Facilities Authority

Office of the Public Guardian, Inc.

Refuge House, Inc.

Safety Shelter of St. Johns County, Inc.

Suwannee River Area Council of the Boy Scouts of America, Inc.

WFSU/WFSG-TV - Florida State University

Byrneville Elementary School, Inc.

Citrus MYcroSchool of Integrated Academics and

Technologies, Inc

Florida Medical Practice Plan (Florida State University)

MYcroSchool Gainesville

MYcroSchool Jacksonville

MYcroSchool Pinellas

New Road To Learning, Inc.

North Central Florida Public Charter School

Pensacola Beach Elementary School, Inc.

School for Accelerated Learning and Technologies, Inc.

School for Integrated Academics and Technologies (SIATech) - Gainesville

School for Integrated Academics and Technologies (SIATech) - Jacksonville

School for Integrated Academics and Technologies (SIATech) - Miami-Dade

School of Arts and Sciences, Inc.

The Seaside School, Inc.

Wakulla's Charter School of Arts, Science & Technology, Inc.



PROFESSIONAL REFERENCES

We are pleased to provide you with references of clients served who best match the requirements and needs of FAAST. We invite you to contact these entities regarding our dedication to our client service, our professionalism, and our knowledge and experience.

HEALTHY START MOMCARE NETWORK, INC.

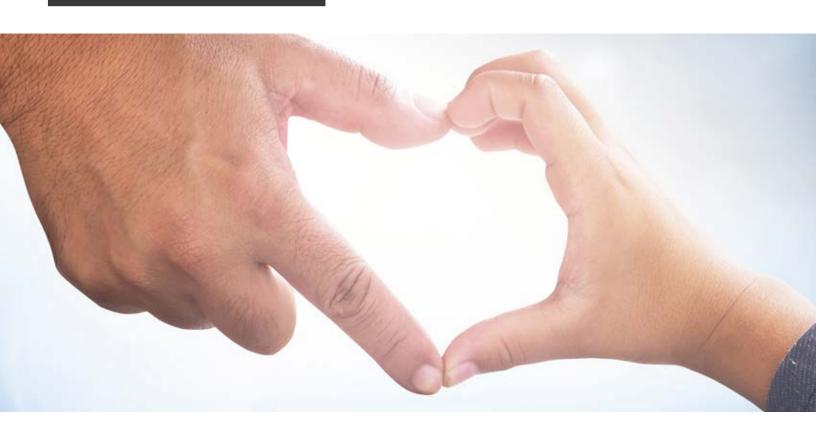
Cathy Timuta, Chief Executive Officer 850.999.6200 | ctimuta@hsmnetwork.org 2002 Old St. Augustine Road, Suite E-45 Tallahassee, Florida 32301

LIVE THE LIFE MINISTRIES, INC.

Richard Albertson, Founding President 850.668.3700 | richard@livethelife.org 2252 Killearn Center Boulevard, Suite 100 Tallahassee, Florida 32309-3577

LIGHTHOUSE CHILDREN'S HOME

Bob Galloway, Director of Operations 850.877.3778 | office@lighthousechildrenshome.com 7771 Mahan Drive Tallahassee, Florida 32309





OTHER: EXPERIENCE SERVING NONPROFIT ENTITIES

Abiding Savior Lutheran Church and School

Ability 1st Aces in Motion

Adult and Community Educators of Florida, Inc.

Advanced Technology Center Aenon Baptist Church

AGN International - North America Alachua County Humane Society, Inc.

Alachua Habitat for Humanity Alpha Tau Omega Fraternity Alternative Housing, Inc.

America's Second Harvest of the Big Bend, Inc. American Red Cross Capital Area Chapter Anchorage Children's Home of Bay County, Inc.

Animal Shelter Foundation

Another Way, Inc. Anthem Church Arbor House, Inc.

The Arc of Alachua County, Inc.

The Arc of Florida, Inc. The Arc of St. Lucie County

The Arc Sunrise of Central Florida, Inc.

The Arc Volusia, Inc.

Area Agency on Aging for North Florida, Inc.

Area Management Coalition for School Readiness, Inc.

Association of Florida Colleges, Inc. Atlantic Center for the Arts

Belmont Academy, Inc. Bert Fish Foundation, Inc. Big Bend Cares, Inc.

Big Bend Community Based Care, Inc. Big Bend Homeless Coalition, Inc.

Big Bend Regional Healthcare Information Organization, Inc.

Big Brothers Big Sisters of the Big Bend, Inc.

Bikers Against Drunk Drivers Blue Angels Foundation, Inc.

Blue Jay Academy South Daytona, Inc. Bond Community Health Center

Boys and Girls Club of Alachua County, Inc. Boys and Girls Club of Volusia Flagler County, Inc.

Brehon Institute for Family Services, Inc.

Brevard CARES, Inc.

Brevard County 4-H Association

Burns Science and Technology Charter School, Inc.

Byrneville Elementary School, Inc.

Cade Museum Foundation

Calhoun County Senior Citizens Council, Inc. Capital Area Healthy Start Coalition, Inc.

Capital City Youth Services, Inc.
Capital Medical Society Foundation

Capital Region Young Men's Christian Association, Inc.

Care Diversified of Lake County, Inc.

CareerSource Capital Region CareerSource Chipola CareerSource Escarosa CareerSource Flagler Volusia

CareerSource Florida CareerSource Florida Crown CareerSource Gulf Coast CareerSource Heartland

CareerSource North Central Florida

CareerSource North Florida CareerSource Okaloosa Walton CareerSource Pasco Hernando

CareerSource Research Coast CareerSource Suncoast CBC of Brevard, Inc.

CDS Family and Behavioral Health Services, Inc.

Celebration Baptist Church Center for Fine Arts Education, Inc. The Center for Health Equity, Inc.

Central Florida Community Action Agency

Central Florida Foundation Child Advocacy Center, Inc. Child and Family Connections, Inc.

The Chiles Academy, Inc. Choices In Learning, Inc.

Citrus MYcroSchool of Integrated Academics and Technologies,

Inc.

City Church Tallahassee, Inc.

Clay County Economic Development Corporation Coalition of Affordable Housing Providers, Inc.

College Arms Towers, Inc.
Communities Connected for Kids
Community Based Care of Brevard, Inc.
Community Coalition Alliance, Inc.
Community Legal Services of Mid-Florida
Community Outreach Services, Inc.
Community Partnership for Children, Inc.

The Consortium of Florida Education Foundations

Corner Drug Store, Inc. Corrections Foundation, Inc. Council for Sustainable Florida, Inc. CPAmerica International, Inc.

The Crones' Cradle Conserve Foundation
Daytona Beach Area Association of Realtors, Inc.
Daytona Beach Area Convention and Visitors Bureau

Daytona State College Foundation

DeEtte Holden Cummer Museum Foundation, Inc.

DeLand Area Chamber of Commerce, Inc.

The Dignity Project Disability Rights Florida

Disabled American Veterans Department of Florida, Inc.

DISC Village, Inc.

Dominican Development Group

Early Learning Coalition of Alachua County, Inc.

Early Learning Coalition of Brevard, Inc.

Early Learning Coalition of Flagler and Volusia Counties, Inc.

Early Learning Coalition of Lake County, Inc. Early Learning Coalition of the Big Bend, Inc. Easter Seal Society of Volusia Flagler Counties, Inc.

Eastern States Veterinary Association, Inc. DBA North America

Veterinary Conference

The Education Foundation of Alachua County, Inc.

Educational Experiences

Educational Review Systems, Inc. Emergency Care Help Organization

Eric's Way, Inc. Evidence Based Assoc

The Extended Family Foundation

Faith Presbyterian Church The Family C.A.F.E., Inc.



Family Worship and Praise Center Community Development

Corporation

Family Worship and Praise Center, Inc.

Faw Casson

Financial Service Centers of Florida, Inc.

First Baptist Church - TSC First Step Shelter, Inc.

Five Points of Life Foundation. Inc. Florida Alliance for Arts Education, Inc.

Florida Alliance for Assistive Services and Technology, Inc.

Florida Art Education Association, Inc.

Florida Arts PAC

Florida Association for Career and Technical Education, Inc. Florida Association for Marriage and Family Therapy, Inc. Florida Association for Volunteer Action/Caribbean and The Americas, Inc.

Florida Association of Destination Marketing Organizations Florida Association of Housing and Redevelopment Officials, Inc. Florida Association of Professional Employer Organizations, Inc.

Florida Association of Professional Geologists, Inc. Florida Association of Rehabilitation Facilities

Florida Association of Rehabilitation Facilities DBA RESPECT of Florida

Florida Association of RV Parks and Campgrounds, Inc.

Florida Association of the American Institute

Florida Bandmasters Association. Inc.

Florida Chapter of the American Institute of Architects, Inc.

Florida Chapter of the American Planning Association, Inc.

Florida Chapter of the American Society of Landscape Architects

Florida Children's Forum

Florida Coalition Against Domestic Violence Florida Community College of Jacksonville Florida Council Against Sexual Violence, Inc. Florida Electric Cooperatives Association, Inc. Florida Emergency Preparedness Association, Inc.

Florida Farm Bureau Federation Florida Federation of Garden Clubs, Inc. Florida Federation of Music Clubs, Inc.

Florida Forestry Association

Florida Harley Davidson Dealers Association, Inc.

Florida Healthy Kids Corporation

Florida High School Athletic Association - TSC

Florida Hospices and Palliative Care, Inc.

Florida Housing Coalition, Inc.

Florida Human Resources Development, Inc. Florida Motorcycle Dealers Association, Inc.

Florida Movers and Warehousemen's Association, Inc.

The Florida Music Educators Association, Inc.

Florida Music Foundation

Florida Orchestra Association, Inc. Florida Organic Growers and Consumers Florida PACE Funding Agency, Inc. Florida Psychological Association, Inc. Florida Public Broadcasting Service, Inc. Florida Quarter Horse Racing Association, Inc. Florida Recreation and Park Association, Inc.

Florida Rural Water Association, Inc. Florida School Music Association, Inc. Florida Society of Association Executives, Inc. Florida State Oriental Medical Association

Florida Surveying and Mapping Society, Inc.

Florida Trail Association, Inc.

Florida Upsilon House Corp. of Sigma Alpha Epsilon

Florida Vocal Association, Inc.

Foundation for Seminole State College Franklin County Senior Citizens Council, Inc.

Friend of Families Foundation, Inc. Gadsden County Day Care Center, Inc. Gadsden County Senior Services, Inc.

Gainesville Alachua County Association of Realtors, Inc.

Gainesville Area Chamber of Commerce Gainesville Community Foundation, Inc.

Gainesville Country Day School

Gainesville Harvest

Gainesville Opportunity Center Gainesville Quarterback Club Gainesville Soccer Alliance

Gainesville Sports Club DBA Upward Stars Gainesville

Gainesville Sports Organizing Committee, Inc.

Gentle Carousel Therapy Horses George's Lighthouse Pointe Marina

Girl Scout Council of the Florida Panhandle, Inc.

Girl Scouts of Gateway Council Global Underwater Explorers, Inc. Goodwill Industries - Big Bend, Inc.

Grace Christian School Grace Episcopal Day School

Greater Tallahassee Chamber of Commerce, Inc.

The Greenhouse Church, Inc. Haile's Angels Pet Rescue Halifax Habitat for Humanity, Inc. Haven Recovery Center, Inc.

Head Start Child Development and Family Services, Inc. Healthy Start Coalition of Bay, Franklin, Gulf County, Inc. The Healthy Start Coalition of Flagler and Volusia Counties, Inc. Healthy Start Coalition of Jefferson, Madison, and Taylor

Counties. Inc.

The Healthy Start Coalition of Miami-Dade, Inc. The Healthy Start MomCare Network, Inc.

Healthy U Now Foundation, Inc. Heart of Florida Health Center, Inc.

Helping Hands Rescue

The Henry and Rilla White Youth Foundation, Inc.

Hitchcock's Charity Foundation, Inc. Holy Comforter Episcopal Church Holy Trinity Episcopal Church

Homeless Assistance Corporation DBA The STAR Family Center

Hope Fellowship Church The House Next Door, Inc. Housing for the Handicapped, Inc. Human Services Associates Foundation, Inc.

Human Services Associates, Inc. Imagine - Leon County LLC

Impact Florida

Independence Village, Inc.

India Cultural and Education Center, Inc. Institute for School Innovation, Inc.

Intercountry Adoption Accreditation and Maintenance Entity, Inc.

International Alliance for Learning

The International Emergency Management and Engineering

Society

The International Society of Cosmetic Laser Surgeons

Iranian American Society

Jackson County Chamber of Commerce Jefferson Senior Citizens Center, Inc. Jewish Community Alliance, Inc.



Junior League of Gainesville Kanapaha Presbyterian Church Kids Against Crime Online, Inc. Kids Incorporated of the Big Bend

Koch Foundation Lee Conlee House

Lee's Place

Legal Aid Foundation of the Tallahassee Barr Association

LifeSouth Community Blood Centers, Inc. Lighthouse Children's Home, Inc. Lighthouse of the Big Bend, Inc. Live the Life Ministries, Inc.

Loss Prevention Research Center, Inc.

LTL South Florida

Lutheran Social Services of North Florida, Inc.

Marion County Humane Society, Inc.

Martha Manson Academy

MBA Career Services and Employer Alliance

McIntosh Presbyterian Church

Memorial Health Systems Foundation, Inc. DBA AdventHealth

Daytona Beach Foundation Mid-Florida Agency on Aging

Mt. Pleasant United Methodist Church Museum of Arts and Sciences, Inc.

MYcroSchool Gainesville MYcroSchool Jacksonville MYcroSchool Pinellas

Myers and Briggs Foundation, Inc.

National Association of Credential Evaluation Services

National Center for Construction Education and Research, Inc.

National Center for Excellence and Innovation

Neighborhood Medical Center, Inc. New Road to Learning, Inc. New Smyrna Beach Garden Club, Inc.

North Central Baptist Church

North Central Florida Apartment Association, Inc.

North East Florida Addictions Network, Inc.

North Florida Baptist Church North Florida Botanical Society North Florida Botanical Society, Inc. North Florida Senior Citizens, Inc. Northeast Florida Health Services, Inc. Northeast Florida Healthy Start Coalition

Oak Hall Private School
Ocean City Church

Office of the Public Guardian
Partnership for Strong Families, Inc.
Pensacola Beach Elementary School, Inc.
Pinellas Opportunity Council, Inc.
Positive Direction Youth Center, Inc.

Premedical Chapter of the American Medical Student Association

Private Care Association of Florida, Inc. Professional Home Care Providers, Inc.

Project Self, Inc.

Promise Land Forty Ministries, Inc.

Public Education Foundation of Marion County, Inc.

R.O. Ranch, Inc.

REACH - Real Estate Acquisition for Children, LLC

Reading Edge Academy, Inc. Reeling for Kids, Inc. Refuge House, Inc. The Ride Solution Rivendell Academy Riverside Conservancy The Rock of Gainesville Rotary Club of Daytona Beach

Rural Health Care, Inc. DBA Azalea Health Safety Shelter of St. John's County, Inc.

Samsula Academy

School for Accelerated Learning and Technologies Inc The School of Arts and Sciences Foundation, Inc.

Seashell Corporation The Seaside School, Inc.

Seminole State College Foundation Senior Citizens of Madison County, Inc.

Serenity House of Volusia, Inc.

Service Management Solutions for Children, Inc.

SIATech Atlanta SIATech Gainesville SIATech Jacksonville SIATech Miami-Dade

SMA Healthcare Foundation, Inc.

SMA Healthcare, Inc.

Society for Molecular Biology and Evolution Southeast Volusia Habitat for Humanity, Inc. The Southern Movement for Independence

Special Olympics Florida, Inc. St. John Lutheran Church and School

Suwannee River Area Council of the Boy Scouts of America, Inc.

Suwannee River Area Health Education Center

Suwannee River Economic Council, Inc.

Suwannee Valley Community Coordinated Child Care, Inc.

Tallahassee Bar Association, Inc.
Taylor County Education Foundation, Inc.

Taylor County Senior Services

Technology and Solutions for Children LLC Thomasville Community Resource Center

Thomasville Road Baptist Church

Tomoka Christian Church

Transitional Living of North Central Florida, Inc. DBA Center for

Independent Living of North Central Florida

Tribe Seminole Heights

Tri-County Community Council, Inc.

Trinity Lutheran Church Trinity United Methodist Church Twin Oaks Juvenile Development, Inc.

United Cerebral Palsy of East Central Florida, Inc. (WORC, Inc.)

United Church of Gainesville United for Families, Inc.

United Partners for Human Services, Inc. United States Tennis Association Florida Section United Way of Volusia-Flagler Counties, Inc. University of Florida - Friends of Five, Inc.

Voices of Change Animal League Volusia County Fair Association, Inc.

Volusia Flagler Young Men's Christian Association, Inc.

Volusia Manufacturers Association

Volusia/Flagler County Coalition for the Homeless, Inc.

Wakulla County Senior Citizens' Council, Inc.

WCEU Foundation, Inc. WellFlorida Council Westside Baptist Church WHC JAX LLC DBA zTrip WJCT Foundation, Inc. WORC Haven, Inc.



MARCUM Marcum's Nonprofit Social Sector Group













November 30, 2021

Whitney Doyle
Executive Director
The Florida Alliance for Assistive Services and Technology
820 East Park Avenue, D-200
Tallahassee, FL 32301

Dear Whitney,

We appreciate the opportunity to submit our proposal to provide professional services to the Florida Alliance for Assistive Services and Technology (FAAST). Understanding the role FAAST plays in improving the quality of life for people with disabilities has our team excited to support you. We think there is a great fit between our organizations.

The accompanying proposal outlines our qualifications and our commitment to delivering a positive and collaborative working relationship with FAAST. Our approach is designed to deliver:

- Stronger operations
- Valuable business solutions and ideas
- Best practice benchmarks
- Easy access to your engagement team

The makeup of our team and their profiles are included, as are references from clients who can attest to how our "do more" philosophy adds value beyond the scope of work. You will experience an engagement team that:

- Brings a holistic perspective due to our broad scope of services
- Provides customized service that can flex to fit your specific conditions and needs
- Is incentivized to leverage technology and workflow systems to work more efficiently

Thank you again for considering Raffa – Marcum's Nonprofit & Social Sector Group. If you require additional information, please contact me directly at 202-227-4273 or adi.rubin@marcumllp.com.

Sincerely,

Adi Rubin

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SECTION 1: FIRM INFORMATION

Marcum LLP is headquartered in New York City and has 37 offices in major business markets across the U.S. and select international locations. Adi Rubin will be your primary resource for questions or needs as they arise and will help ensure we exceed FAAST's expectations. Please contact Adi at 202-227-4273 or adi.rubin@marcumllp.com.

SECTION 2: MANAGED SERVICES APPROACH

Marcum's Managed Services – outsourced accounting, human resources, and technology – are able to take your organizational needs into account and provide our clients with projects and consulting help to full-service outsourcing. With more than 130 professionals – and over half of our force as CPAs, SHRM credentialed, and the like – our team's complementary skills and shared commitment will collaboratively drive results. With our focus on nonprofits, we are able to provide a robust amount of knowledge as it relates to nonprofits, including GAAP and the unique requirements for organizations with federal, state, and other restricted funding as well as extensive experience with QuickBooks.

Our approach to managed services for organizations like FAAST includes:

- We start each new engagement with an assessment of your needs so that we can customize our approach for maximum impact. This collaboration will shape the solution we ultimately implement on your behalf.
- A dedicated team of nonprofit specialists is assigned to every client engagement, ensuring a deep familiarity with your organization along with responsiveness, coverage, and robust knowledge as it applies to FAAST
- We remain in close contact with you during the course of our work in order to keep you informed of our progress and to ensure we are fully aligned with your expectations.
- A Partner or Director (or combination) will interact with client executives. These leaders will provide support for executive management and Board meetings in person, on conference calls, and/or behind the scenes.
- We will use and/or implement technology solutions designed to meet the challenges of a modern workforce that is oftentimes remote and demands speed and analytics.

A detailed Statement of Work can be found with the Cost Proposal in Section 5: Attachments.

BUILDING A SUCCESSFUL PARTNERSHIP WITH FAAST

A successful outsourcing partnership relies on trust, a shared vision for success, and an equal commitment to collaboratively drive outcomes and results. When we have encountered partnering issues, they have been related to communication and/or technology constraints. As such, we've learned to prioritize both to ensure the long-term sustainability of the partnership arrangement.



- Communication Open, consistent communication as well as a readily-accessible team are integral to our approach. We establish ongoing and predicable communications, arriving regularly in standardized formats, and communicate proactively vs. reactively, so as to anticipate, if not avoid issues. We also encourage critical feedback and welcome discussions pertaining to our work with your organization.
- ▶ **Technology** Systems and technology can have a significant impact on the ability to execute the overall strategy. Effective operations management includes clearly defining the processes and workflows to ensure that when resources are available, they can be applied in an efficient fashion to take full advantage of the new technology.

SECTION 3: QUALIFICATIONS

NONPROFIT FOCUS

With more than 2,000 clients, the nonprofit and social sector is one of Marcum's largest industry sectors and includes a specialty group of 350 professionals dedicated exclusively to the sector. The Washington, DC office serves as the hub—all team members in this office are part of Marcum's Nonprofit & Social Sector Group and over 95% of our work is serving this industry.

The group's primary purpose is to help organizations advance their diverse range of missions, many of which are similarly aligned to FAAST. Our relationships with these organizations position us to better achieve your goals and vision.

Clients who are similar to FAAST in terms of size, industry, or the services we provide include:

- Aerospace Industries Association
- American Hotel and Lodging Association
- Animal Health Institute
- Association of Professional Schools of International Affairs
- BŌMĪ International
- Community Action Partnership
- Consortium of Universities for Global Health
- DC College Access Program
- Educare
- Equal Justice Works
- National Association for Public Charter Schools

- National Association of Development Companies
- National Center for Learning Disabilities
- Polaris Project
- Quality Trust for Individuals with Disabilities
- Ronald McDonald House Charities-Greater Washington DC
- Rathmann Family Foundation
- State Voices
- Student Veterans of America
- United We Dream
- Wallace Global Fund



With years of dedication to similar clients as well as specialized training and education, our group can deliver to FAAST the critical experience necessary to support your organization. Our group has a well-established reputation for comprehensively knowing the rules and regulations that govern the nonprofit sector.

ADVANTAGES OF OUR MANAGED SERVICES

- People Our culture and client base allow us to attract, employ, and retain a workforce of bright, highly motivated, and altruistic employees.
- Efficiency We are trained to work quickly and accurately. The team approach and the size of our staff eliminate issues most organizations experience with turnover, absenteeism, or underperformance.
- ▶ Talent Our team is a combination of home grown talent and experienced hires from industry. In turn, we work on multiple client accounts and share best practices internally.
- Scalability Our team approach allows us to be flexible if and when conditions change. Our efforts on-site or off-site can also be adjusted as desired.
- ▶ Structure We will bring the resources of a national firm while providing personal and customized attention. Our structure allows us to provide a full suite of services.
- Complementary Resources Our practice group draws from and offers our clients a multitude of specialized, complementary services including newsletters, podcasts, and personalized relationships.
- ▶ Learning Community We offer industry-leading events, including regional networking meetings, educational seminars, and signature conferences for the community.
- Value With a collaborative relationship, true costs, improved output, and reduced risks, the value we bring to your organization is a promising solution.

SECTION 4: CLIENT PORTAL

Technology can have a significant impact on the ability to execute the overall strategy. Effective operations management includes clearly defining the processes and workflows to ensure that resources can be applied in an efficient fashion to take full advantage of the technology. We use a **secure portal** that allows our clients to easily provide information requested. Our technology and communication process:

- Streamlines information sharing
- Allows us to design reporting specific to your needs
- Reduces significant hours for both our staff and our client's staff

Additionally, as part of our engagement with FAAST, we would provide information regarding accessibility on any platform that we may recommend throughout our work. We recognize the importance of assistive technology in FAAST's mission and will champion that cause throughout our engagement.



SECTION 5: ATTACHMENTS

A: Cost Proposal



COST PROPOSAL

Our fees for services are based upon the time of the partners and staff assigned to the engagement, plus out-of-pocket expenses. We strive to see our work is properly planned and our staff adequately supervised so the work is performed efficiently and fees are contained.

STATEMENT OF WORK

What follows is our proposed Statement of Work for FAAST. This is based on our experience working with organizations of similar size and structure and our commitment to supporting the nonprofit community with high quality services at reasonable rates.

INITIAL ACCOUNTING TRANSITION SERVICES

- 1. Gather and review organizational/program information relevant to accounting and finance operations;
- 2. Meet with key employees to assist us in gaining an understanding of your accounting functions and service requirements. Aspects of the project to be addressed in these discussions would include defining current conditions, lines of communication, critical deadlines, expectations, and other significant matters:
- 3. Analyze the information gathered at the meetings listed above and plan and prepare for the outsourced accounting processes and work flow;
- Determine if any catch up work is necessary and communicate with management on the status and additional time required to resolve any backlog; and
- Prepare a standard timeline, checklists and outsourcing procedures for the on-going accounting services and obtain management's feedback and approval.
- 6. We will assist with the initial implementation of the web-based accounts payable system (Bill.com) including:
 - Set up the necessary information such as approval routing and vendor information within Bill.com
 - Assist the Organization's management in developing the proper accounts payable approval procedures with Bill.com
 - c. Assist in providing group as well as individual training sessions to ensure the Organization's employees are adequately trained to access information and approve invoices in Bill.com

MONTHLY ON-GOING ACCOUNTING SERVICES

- Import accounts payable invoices and payments from Bill.com on a monthly basis;
- Record credit card activity based on coding as provided by the Organization on a monthly basis;
- Record cash receipts by batch total from reports provided by Organization and other supporting documents such as deposit slips coded by the Organization on a monthly basis;



- 4. Review payroll reports provided by a payroll service bureau and record and allocate salaries and benefits expenses based on approved employee timesheets or other supporting information provided by the Organization on a monthly basis;
- 5. Reconcile all bank and investment accounts and record activities on a monthly basis;
- Record monthly closing journal entries and perform necessary monthly closing procedures after all adjustments have been made to ensure compliance with GAAP;
- Generate monthly financial reports from accounting system based on a mutually agreedupon delivery schedule; and
- 8. Provide manager and partner/director review and oversight on the monthly procedures and financial reports outlined above, including meeting with management to review the financial results as needed.

ANNUAL SERVICES

- 1. Assist with the year-end close and annual audit process for the year ending September 30, 2022, including an audit planning meeting with the auditors, preparation of schedules and reconciliations required for the audit and be available to respond to inquiries from the auditors. Review audited financial statements on behalf of management to ensure compliance with generally accepted accounting principles and address any technical issues with the auditors as necessary;
- Assist management in gathering information required for the preparation of the federal Form 990 for the year ended September 30, 2022, which is to be prepared by the Organization's auditors;
- Assist with the fiscal year ending September 30, 2023 budget process, including entering the approved budget into the accounting system; and
- 4. Prepare the federal Forms 1096 and 1099 for the year ending December 31, 2022.
- 5. We will assist the Organization in complying with all upcoming changes in the accounting standards, which may include staff education, revising accounting procedures and revisions to your financial statement templates.

AD HOC

- 1. We will be available for any additional accounting related ad-hoc projects, as requested by management.
- We will be available for business, accounting, human resources and information technology consultations and meetings, and respond to any technical issues and questions that may arise.



PRICING

Estimated fees for your engagement are:

SERVICE	FEE ¹	OCCURRENCE
Initial Accounting Transition Services	\$ 4,500	ONE-TIME
Software Implementation – Bill.com	\$ 3,500	ONE-TIME ²
Ongoing Services net of \$700 per month pro bono	\$ 4,000	MONTHLY
Audit and Form 990 Information Gathering	\$ 4,800	ANNUALLY
Form 1099	Billed Based Upon Actual Hours	ANNUALLY

¹Plus 4% out-of-pocket expenses.

OUT-OF-POCKET EXPENSES

Out-of-pocket expenses are for charges incurred directly in connection with our work for your organization such as travel, as well as out-of-pocket expenses of 4% of our professional fees as an allocation of overhead expenses that are not billed as reimbursable expenses.

ASSOCIATE RATES

Our established hourly rates at the date of this proposal are as follows:

Director/	Manager/	Staff/Senior/	Administrative
Partner	Senior Manager	Supervisor	
\$300 – 400	\$220 – 260	\$120 – 185	\$115

ADDITIONAL FEES

The above fees pertain to the nature of services outlined in this proposal. Should it become evident that our fees will materially exceed the above amount due to a change in the scope of the proposed services or level of support anticipated from FAAST we will notify you as soon as possible and obtain your concurrence before proceeding. Should you request any additional services, we will advise you of the related fee estimate prior to incurring any significant hours thereon.

Upon acceptance, we will issue FAAST an Engagement Letter for the selected services.



²Implementation costs only; monthly cost is included in ongoing monthly service fee.

SECTION 5: ATTACHMENTS

B: Resumes



ENGAGEMENT TEAM



ADI RUBIN Director

With over 20 years of accounting experience, Adi has centered her practice on supporting nonprofit organizations with their accounting and governance needs. She is responsible for multiple clients, assisting in month-end closings, financial analysis and reporting, 2 CFR 200 compliance, maintaining internal controls, managing cash flows, and overseeing staff members. Her areas of focus include grant reporting and compliance, interim staffing, audit preparedness, policy assessment, and new technology implementation.

Adi previously worked in public accounting, assisting both for-profit and nonprofit clients with their full accounting cycle through financial statement and tax preparation. She worked with and volunteered for several nonprofits as their Treasurer and Controller where she established accounting systems, analyzed costs, improved the organizations' work process, implemented internal controls, and trained staff on proper procedures. Additionally, Adi managed the full accounting process, including general ledger, month-end close, cost center allocations, balance sheet account reconciliations, and payroll.

Following a responsive approach, Adi is committed to finding individualized solutions that suit her clients' needs and provide long-term, sustainable results. She manages her engagements with an emphasis on developing teams to allow them to prioritize their mission.

Adi is a licensed CPA in DC and the state of California and a member of the AICPA. She holds a BS in Economics from University of California, Los Angeles and speaks proficient Hebrew.



REPRESENTATIVE ENGAGEMENT TEAM MEMBERS



Tracy Lonstein | CPA | Supervisor

- ▶ 11+ years nonprofit experience
- Background in organizational capacity building
- ▶ Holds dual undergraduate degrees, Masters, and Post Baccalaureate Certificate



Kevin Huang | CPA | Supervisor

- 6+ years accounting and assurance experience
- Focus on government and nonprofit organizations
- Graduated magna cum laude from the University of Notre Dame



Abbie Gration | CPA | Senior

- 3+ years accounting experience
- Assurance experience at "Big 4" firm
- ▶ BS and Masters in Accounting from UNC Chapel Hill



Heloise Ndecky | Senior

- > 3+ years accounting experience and 3 years working for a nonprofit
- Bill.com certified
- BASc in Accounting from University of Maryland College Park



Kamel Amer | Staff Accountant

- ▶ 2+ years accounting and finance experience
- Volunteer experience providing tax assistance to low-income individuals
- ▶ BS from American University & Masters from George Washington University

SECTION 5: ATTACHMENTS

C: Professional References



REFERENCES

Please feel free to contact these clients to discuss our services. Given the nature of this engagement, they should be able to speak to our character and quality of work.

Equal Justice Works

Sara Morello

Executive Vice President smorello@equaljusticeworks.org • 202-957-7355

Community Action Partnership

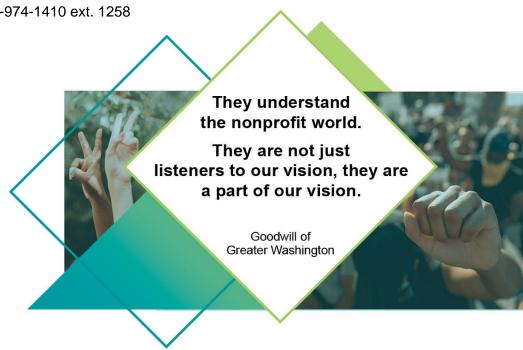
Denise Harlow

Chief Executive Officer dharlow@communityactionpartnership.com • 202-595-0660

BŌMĪ International

Jeffrey Horn

President & CEO jhorn@bomi.org • 410-974-1410 ext. 1258





SECTION 5: ATTACHMENTS

D: Other



DOING MORE TOGETHER

FIRM BACKGROUND

Our nonprofit and social sector group is made up of a diverse team of mission-driven professionals who are dedicated to using business as a force for good. The group began as Raffa, P.C., an accounting firm founded on service and citizenship. We became recognized for our work in the office, dedication to our communities at large, and living up to our motto to "Do More."





we scored in the top 10% of all B Corps in 2018 and 2019

to be a catalyst for positive, systemic change in our community

Our roots and commitment to social good through volunteering, joining nonprofit boards, and providing pro-bono services allow us to build relationships and offer services that go beyond just being good accountants.



client base of more than 2,000 nonprofits



we focus on protecting your greatest asset: your tax exempt status



women represent the majority of our practice group, including 65% of partners



the specialty team's workforce is over 70% people of color, non-US-born, LGBTQ, veteran, and disabled persons



progressive culture leads to innovations in our approach, technology, and services



over 30 languages are spoken by our associates



complimentary seminars on topics to help nonprofits keep up with trends and run more efficiently and effectively



integrated suite of nonprofit services: Audit & Tax, Managed Accounting, HR, IT, Operational & Leadership Consulting, Search, Transition & Planning



Headquartered in New York City, Marcum LLP provides a full spectrum of tax, accounting, assurance, and advisory, services and an extensive range of specialty and niche industry practices.

- > 350 partners
- Established 1951
- > 2,500 professionals
- > 36 offices in US and international



the Marcum Foundation is an expression of our commitment to nonprofit organizations and their programs and services

DAY OF SERVICE



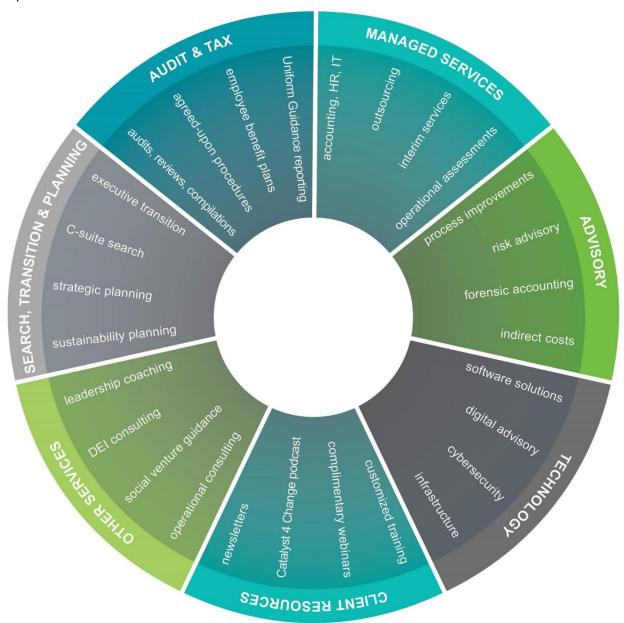
all associates are encouraged to use this designated work day to volunteer at firm-coordinated charity events in their local communities



INTERCONNECTED SERVICES

Our group provides interconnected professional services to help nonprofits and socially conscious companies achieve their missions. Our service offerings grew from clients seeking our advice beyond audit and tax and our drive to Do More for organizations like FAAST.

By providing a vast array of expertise and service lines to support our clients operations, our capacity and passion to serve and strengthen every aspect of our clients' operations remains unparalleled.





PROACTIVE COMMUNICATION

We take a proactive approach in alerting our clients to changes in tax, accounting principles, auditing standards and emerging issues that impact nonprofit organizations. We do this through:

- Discussions with leadership about upcoming pronouncements and tax law changes
- Industry newsletters and timely updates on emerging issues
- Marcum Client Experience program to solicit regularly and act on client feedback
- Catalyst 4 Change podcast, which bring insights and expertise to address the challenges that real world change makers are facing in the nonprofit and social venture sector
- Learning Community with complimentary educational seminars throughout the year on topics that help nonprofits keep up with industry trends and run more efficiently and effectively. Classes are added on a regular basis and a schedule can be found at www.marcumevents.com/learning-community

With our breadth and depth of resources, we understand and educate clients on the issues and trends affecting the nonprofit and social sector.

SUPPORTING FAAST'S MISSION

Raffa – Marcum's Nonprofit & Social Sector is committed to "doing more" for our community and beyond. We resonate with mission-based organizations and are eager to dedicate our services to those who want to help others.

FAAST's mission aligns with our goal to make our community at large a better place and is the prime example of an organization for which we strive to partner. Together, we can make positive change.









Proposer Information

Company Name: Spot On Consulting Group, Inc.

Company Contact: Rebecca Scott, CPA

Email: rebecca@spotoncg.com

Phone Number: 408-389-3508

Scope of work

Our firm will perform all duties as laid out in the invitation to bid, including bookkeeping services, financial services, reviews and requests from funding agencies, audit support and budget maintenance.

A Senior Accountant will be assigned to the FAAST account and will work remotely under the direct supervision of Rebecca Scott. The Senior Accountant will be responsible for all activity being posted to the QuickBooks Online general ledger including managing payables and receivables, posting credit card transactions, and uploading payroll journal entries. Monthly, we will perform a balance sheet review where we will reconcile cash to the monthly statements and perform general account reconciliations on all other balance sheet accounts.

The Senior Accountant will also be responsible for annual 1099 preparation, reviews and audits conducted by funding agencies, and entering the budget into QuickBooks.

Monthly, the Senior Accountant will prepare financial reports to be reviewed by Rebecca Scott. Rebecca Scott will also be responsible for entering year-end adjustments, annual audit support, and running reports for annual tax return preparation.

Firm Qualifications

Spot On Consulting Group, Inc has a robust accounting/bookkeeping department. We oversee the bookkeeping for a wide range of clients, which allows us to offer tried and tested solutions to your bookkeeping needs. This also allows us to have staff dedicated to your account, which means a fast response time to questions or emails. By having a Senior Accountant assigned to your account, you are getting an experienced professional. All of our staff are proficient in QuickBooks Online, as well as several other accounting platforms.

Rebecca Scott, CPA has worked with FAAST for a number of years and has a unique insight and understanding of their bookkeeping needs. She is a licensed CPA and experienced in QuickBooks.

Description of client portal or online interfaces

Spot On Consulting Group, Inc has several options for secure online interfaces. We offer a client portal with multifactor authentication capabilities to securely exchange most types of files. We also have multiple platforms for video meetings.

Required Attachments included



Spot On Consulting Group, Inc. 1952 Camden Ave, Suite 202 San Jose, CA 95124 www.spotoncg.com

Cost Proposal

We are structuring this engagement with the assumption that we will be engaged for at least a full 12-month period. Monthly bookkeeping will be billed at a flat rate of \$5,400 per month based on the following time estimates:

Monthly Bookkeeping Services: 40 hours per month Monthly Financial Services: 10 hours per month Budget Input and modifications: 15 hours annually Annual Audit/Tax Assistance: 15 hours annually

Resume and References attached

REBECCA SCOTT

Phone: 408-389-3508 rebecca@spotoncg.com

EDUCATION

СРА	Licensed CPA	December 2010
MS	Florida Atlantic University Masters in Taxation	May 2009
BS	Florida Atlantic University Major in Accounting	May 2003

EXPERIENCE

Principal

Spot On Consulting Group, Inc. January 2017-Present

Senior Tax Manager

Spot On Consulting Group, Inc. January 2014-December 2016

Tax Manager

LMGW CPAs January 2009-June 2013

REFERENCES

Jonathan Laddy, CPA

408-389-3501 jonathan@spotoncg.com

Tom Kahle

415-578-4440 tom@spotoncg.com

Gina Jackman

408-483-7132 gina@lgmarketing.me



Member, American Institute of Certified Public Accountants Member, Florida Institute of Certified Public Accountants

November 29, 2021

Florida Alliance for Assistive Services & Technology 820 E Park Ave, D-200 Tallahassee, FL 32301 Sent via email: wdoyle@faastinc.org

Dear Whitney:

Thank you for the opportunity to respond to your RFP for bookkeeping and accounting services. Our firm focuses on our ongoing relationships with both non-profit and for-profit clients that need these types of recurring services. We utilize our experience and expertise to setup processes and procedures that will help your organization thrive. We hope that we have the opportunity to be a resource for your organization moving forward. Following is our proposal.

SECTION 1, Proposer Information:

Company Name: Watson & Associates, PA, CPAs

Primary Contact: J. Adam Watson, CPA Email: awatson@mywatsoncpa.com

Phone: 850-668-2228

SECTION 2, Scope of Work:

Our professional staff are capable of fulfilling the scope of work, as follows:

1. Bookkeeping Services

- a. Ensure that financial data entries, records and reports for the organization are consistent with Generally Accepted Accounting Principles (GAAP.)
 - b. Accounts Receivable: receive and record revenue as dictated by IRS Guidelines
 - c. Accounts Payable: make payments to vendors; prepare annual form 1099 filings
 - d. Maintain costs by program and/or grant designation
- e. Follow the established cost allocation plan established by the board through the annual budget
 - f. Work with FAAST team in assisting with any grant or contract reporting
- g. Enter semi-monthly payroll information into QuickBooks Online with proper cost allocation
 - h. Maintain deposit and vendor files by fiscal year
 - i. Follow accrual accounting method for maintaining books
- j. Monthly reconciliation of bank and investment accounts, and individual financial loan payments as well as reconciliation of all balance sheet accounts



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- k. Monthly reconciliation of payments made for invoicing if required by grantor
- 1. Monitor release of restricted funds
- m. Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

2. Financial Services

a. Prepare monthly Profit and Loss statement and Balance Sheet no later than the 14th day of the following month, and other reports as necessary

3. Audit Preparation

- a. Participate in financial audits and reviews conducted by funding agencies, including document preparation
- b. Prepare year end reports, schedules and other documents as requested by independent auditor
 - c. Provide audit process support as needed; research and resolve issues as they arise
 - d. Provide reports and data as requested for the completion of annual tax returns

4. Budget

a. Input the adopted budget into QuickBooks

SECTION 3, Firm Qualifications

We work with a number of non-profit clients in the QuickBooks environment, both with QuickBooks desktop and QuickBooks Online. Many of our clients use the class structure to report activity by program, the customer/job structure to track revenues and expenses by grant, and monthly accounting to track restricted fund utilization and fund balances across programs. Most of our non-profit clients report on the accrual basis, so we are very familiar with the month/year end accrual needs. We are diligent with continuing education to maintain our GAAP compliance as new pronouncements are issued. 990s are prepared using UltraTax software, which is a top tier provider. We are a paperless office for internal documents, and are well versed in keeping accurate workpapers on a monthly and annual basis.

Examples of similar work with non-profits include the following:

1. Lighthouse of the Big Bend, Inc.- We handle reporting accounts receivable; prepare, remit, and record all accounts payable; prepare payroll (including tax deposits and returns); and prepare monthly financials for the board. The financial reports include reporting among a variety of different programs and separate reporting from 7 different funding sources. We also work with their auditor annually to provide supporting documents and schedules as needed, and we prepare the 990 once the audit has been completed.



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- 2. The Oasis Center for Women & Girls- We report accounts receivable, handle accounts payable, prepare payroll, and prepare a monthly board packet. The monthly reports break operations down between management and general, fundraising, and among 4-5 different programs. We also track grant funding reports that are submitted quarterly on four separate contracts. We prepare the 990, and work with the Executive Director on the annual budget.
- 3. To The Village Square, Inc. We report accounts receivable, handle accounts payable, prepare payroll, and prepare a monthly board packet. The monthly reports break operations down between management and general, fundraising, and roughly 7 different programs. We also track grant funding reports that are submitted on multiple contracts. In addition, the organization serves as fiscal agent for two separate non-profit endeavors, and we separately track and report on the flow through activity from them. Fund balances are monthly adjusted and reconciled based on funding to give the board real time info on restricted funds and availability for day to day operations. We prepare the 990 and work with the Executive Director on the annual budget.
- 4. Health Care Administrators Association- We report accounts receivable, handle accounts payable, prepare payroll, and prepare a monthly board report including a narrative of the results of operations. The monthly reports break operations down between management and general, fundraising, and 3 programs. We assist staff in preparing budget documents and work annually with the auditors to provide supporting schedules as needed.

SECTION 4, Description of client portal

Our client portal is a part of our overall client management software through Office Tools Professional. Our client portal is accessible at https://www.officetoolsportal.com/portal/login. Every client has a unique login, and the ability upload and download files securely. Files are stored on the secure website for 12 months as standard, but we can shorten that protocol on a client by client basis. In addition, we use Citrix software to securely send or request documents through their secure servers as needed.

CONCLUSION

Thank you for considering Watson & Associates, PA, CPAs for your professional accounting and bookkeeping services. We are committed to providing close, personal attention and take great pride in the lasting client relationships we have built. We look forward to answer any questions you may have and hope to be a value partner and resource for FAAST.

Sincerely,	
g Adam Wats, CPA	
J. Adam Watson, CPA	
	1424 Piedmont Drive E, Suite 201
	Tallahassee, FL 32308
	P: 850-668-2228 F: 850-668-7447
	http://www.mvwatsoncpa.com



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ATTACHMENT 1

Cost Proposal:

The scope of work will be provided by the following staff: J. Adam Watson, CPA, Kelliann Rahming, Rowan Watson, and Jessica O'Conner. Adam has been a CPA since 2005. Kelliann has a Master's Degree and is exam eligible. She intends to be certified by the end of 2022. Jessica O'Conner has over 10 years of experience with QuickBooks, and Rowan Watson has over 5 years of experience with QuickBooks and UltraTax.

Adam invoices at a rate of \$200 per hour, and the rest of the accounting staff bills at \$125. For purposes of this proposal, a blended rate of \$150 per hour is used. The scope of work requested is similar in nature to several recurring engagements, so we have a good sense of the time involved. Based on the Agency's 2019 audited financials and 990, we estimate that we will need an average of 9 hours per month to complete all assigned tasks.

Therefore, we propose to handle the scope of service at a flat rate of \$1,350 per month.



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ATTACHMENT 2- Resumes

James Adam Watson

3316 Gallant Fox Trail 850-559-5631 awatson@mywatsoncpa.com

Objective

To assist in clients' financial success through tax planning and business consulting.

Experience

President, Certified Public Accountant

January 1, 2006-present Watson & Associates, PA, CPAs, Tallahassee, FL

- Oversee day to day operations of business.
- Work with individuals, small businesses, and non-profits to ensure proper tax planning and compliance and to maximize business profitability.
- QuickBooks[©] Certified Pro Advisor.
- Perform accounting services, compilations and reviews, tax preparation, and agreed upon procedures for clients and government contracts.

Staff Accountant

May 2001-December 2005 Watson & Associates, PA, CPAs, Tallahassee, FL

 Perform accounting services, compilations and reviews, tax preparation, and agreed upon procedures for clients and government contracts under the direction of a Certified Public Accountant.

Activities and Honors

- 2012 Tallahassee NYP Golden A.C.E. Award winner in Finance
- Selected by FICPA Today Top 26 under 36 CPAs in the State.
- Graduate of Leadership Tallahassee Class 27
- 2010-2011 KCCI Community Catalyst
- Past Board Chair, Big Brothers Big Sisters of the Big Bend.
- Treasurer, Tallahassee Symphony Orchestra
- Past Treasurer, Capital City Rowing, Leadership Tallahassee.
- Treasurer and Former VP, TBL Chapter of BNI in Tallahassee.
- Income Co-Chair- ACS Making Strides Against Breast Cancer Walk.
- 2012 Chair of Opportunity Tallahassee
- Featured speaker at the Florida Small Business Development Center and Institute for Nonprofit Innovation and Excellence.
- Member of FICPA and AICPA. Served on YCPA and FIFT Committees.

Education

Huntingdon College, Montgomery, AL

August 1997-May 2001

- Baccalaureate of Accounting
- Graduated Cum Laude
- Phi Eta Sigma and Sigma Beta Delta Honor Societies
- 2001 Recipient of the Montgomery Chapter AICPA Scholarship
- Editor of *The Atlas* Business Newsletter (1998-1999)

References

References are available on request.



Kelliann Rahming

kelliannrah@hotmail.com

Professional Summary

Talented tax accountant skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Hard-working and adapts quickly to fast-paced environments.

Experience

Staff Accountant

Watson & Associates, PA CPA, Tallahassee, FL

February 2021 - Present

Prepared and filed individual and partnership tax returns for various years. Logged and maintained monthly bookkeeping projects and assisted with clients' and staff members' needs daily.

Tax Intern

Peters & Chandler, PC CPA, Oklahoma City, OK

September 2019 – April 2020

Prepared and filed individual and partnership tax returns. Worked on amortization schedules, depletion schedules, trail balances and timesheets. Lastly, I scanned, copied, and filed clients' documents.

Education

Master of Science- Management

East Central University, Ada, OK

July 2020

Bachelor of Science- Accounting

East Central University, Ada, OK

July 2018

Skills

Ultra-Tax 16'-20'
QuickBooks 17'-21'
Accounting CS
File Cabinet CS
Practice CS

Office Tools
Advanced Flow
Go File Room
Microsoft Excel
Microsoft Team

ASHLEY WATSON

3316 Gallant Fox Trial, Tallahassee, FL 32309 · (850) 273-0970 Rowan.eliam@outlook.com

EXPERIENCE

WATSON & ASSOCIATES, PA, CPA SEPTEMBER 2020 – PRESENT

SENIOR STAFF ACCOUNT

Performed accounting services for various clients in QuickBooks desktop as well as QuickBooks online. These services included: accounts payable and receivable as well as processing payroll. Assisted in the preparation of individual and corporate tax returns under the direction of a CPA.

JULY 2019 – SEPTEMBER 2020 STAFF ACCOUNTANT

Performed accounting services for various clients in QuickBooks desktop as well as QuickBooks online. These services included: accounts payable and receivable as well as processing payroll.

JANUARY 2016 – JANUARY 2020 ADMINISTRATIVE ASSISTANT

Maintained recurring administrative tasks, including: incoming and outgoing calls, appointment calendars for CPAs, daily cash reports in QuickBooks and bank deposits, office inventory, project report, petty cash reconciliation, accounts payable, and preparing tax packages for client pick up.

KEISER UNIVERSITY BOOKSTORE AUGUST 2015 – DECEMBER 2015 SALES ASSOCIATE

Assisted students in purchasing textbooks and maintained inventory. Performed opening and closing procedures, including: reconciling cash register, closing out the safe, securing the store.

KOHL'S MAY 2015 – MARCH 2016 SALES ASSOCIATE

Assisted customers in purchasing merchandise, maintained professional store presentatior including putting together new displays when needed, unloaded and organized new inventory.

EDUCATION

MAY 2019

COMPUTER PROGRAMMING AND WEB DEVELOPMENT, A.S., TALLAHASSEE COMMUNITY COLLEGE

MAY 2019

COMPUTER PROGRAMMING SPECIALIST CERTIFICATE, TALLAHASSEE COMMUNITY COLLEGE

MAY 2015

HIGH SCHOOL DIPLOMA, LAWTON CHILES HIGH SCHOOL

SKILLS

- QuickBooks (desktop and online)
- OfficeTools
- UltraTax

- Dev-C++
- Netbeans
- Visual Studios
- Microsoft Office Suites

PROGRAMMING LANGUAGE

- C++
- C#
- HTML/CSS/JavaScript

- SQL
- Visual Basic
- Java

JESSICA O'CONNER

Professi	onal Summary —
statements and financial reports to assess accuracy	in examining and analyzing accounting records, financial and compliance with generally accepted accounting atting processes, identify deficiencies and formulate and pliance and mitigate risk.
Finalist for Administrative Professional of The Yes	MPLISHMENTS ————————————————————————————————————
 Monthly Account / Bank Reconciliation Bookkeeping Monthly / Quarterly / Year End Reports Account Reconciliation 	 Accounts Receivable Payroll Process Accounts Payable / Invoice Coding Monthly Journal Entries
 Administrative support 	ek History

Staff Accountant, 12/2015 to Current

Watson & Associates, PA, CPAs - Tallahassee . FL

- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Performed banking, business administration and financial tasks to guarantee five-star service for clients.
- · Kept up-to-date and accurate funding accounts for internal departments, key programs and special projects.
- Established and enforced internal controls, workflows and policies for tracking, reconciling and reporting on accounting activities.
- Validated existing accounting management and reporting systems to assess quality and conformance, identify problems and implement corrective actions.
- Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- Established and checked coding procedures, monitored reports and updated internal files.
- Checked payroll, vendor payments, commissions and other accounting disbursements for accuracy and compliance.
- Developed strategic plans for day-to-day financial operations.
- Generated sales tax reports for each operational jurisdictions, monitored bi-weekly payroll and prepared and paid out sales commissions.

Office Manager, 08/2011 to 12/2015

Watson & Associates, PA, CPAs - Tallahassee, FL

- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Prepared meeting materials and took clear notes to distribute to stakeholders.
- Managed office operations while scheduling appointments for department managers.
- Maintained computer and physical filing systems.
- Coordinated special projects and managed schedules.
- Compared vendor prices and negotiated for optimal savings.
- · Coached new hires on company processes while managing employees to achieve maximum production.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.

Executive Assistant, 12/2010 to 07/2011

Computer Tutors Usa - Tallahassee, FL

- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Updated executives on changing business needs by thoroughly documenting internal and client meetings.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Organized and coordinated conferences and monthly meetings.
- Researched, proposed and implemented vendor agreements to decrease costs and improve services.
- Transcribed minutes of meetings and executed meetings and events for company to support sales, business development and senior management teams.
- Organized envelopes, postage and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services.

Administrative Assistant, 06/2005 to 12/2010

ERS Group - Tallahassee, FL

- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- · Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Organized weekly staff meetings and logged minutes for corporate records.
- · Monitored premises, screened visitors, updated logs and issued passes to maintain security.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Arranged rapid office equipment repair and maintenance with vendors.
- Supported room reservations, agenda preparation and calendar maintenance for programs, meetings and
 events.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.

EDUCATION —
High School Diploma: 05/2005
Amos P. Godby High School - Taliahassee, FL
Associate of Arts: 05/2011
Tallahassee Community College - Tallahassee, FL
Affiliations
Active member of the American Institute of Professional Bookeeping
——————————————————————————————————————

Judy Atkinson, Office Manager
ERS Group
4901 Tower Court
Tallahassee, FL 32303
(850) 562-1211
Bob Serico, President
Computer Tutors, USA
1242 Timberlane Road
Tallahassee, FL 32312
(850) 668-4090
Courtney Allen, Project Manager
Lively Technical College
500 Appleyard Drive
Tallahassee, FL 32304

(850) 228-3250



Member, American Institute of Certified Public Accountants Member, Florida Institute of Certified Public Accountants

ATTACHMENT 3- Professional References

Kim Galban-Countryman, Executive Director Lighthouse of the Big Bend, Inc. 3071 Highland Oaks Terrace Tallahassee, FL 32301 (850) 942-3658

Kelly Otte, Executive Director The Oasis Center for Women and Girls, Inc. 317 E Call Street Tallahassee, FL 32301 (850) 222-2747

Mandy Sauer, Executive Director Tallahassee Symphony Orchestra, Inc. 515 E Park Avenue Tallahassee, FL 32301 (850) 224-0461

Liz Joyner, Executive Director To the Village Square, Inc. PO Box 10352 Tallahassee, FL 32302 (850) 264-8785

Carol Berry, Executive Director Health Care Administrators Association, Inc. 1015 Grupp Rd, #31373 St. Louis, MO 63131 (818) 340-7668

ACCOUNT NO.	DESCRIPTION	F	Y 2019-2020 BUDGET	FY 2019-2020 ACTUALS (as of 9/30/20)	l	FY 2020-2021 BUDGET		Y 2020-2021 ACTUALS s of 9/30/21)	F	Y 2021-2022 BUDGET	CHANGE %		2022 BUDGET PER QTR	P	2022 BUDGET ER MONTH	Notes:
	Revenue Grants and Contracts															
		Ś	772,870.00	\$ 772,870.00	\$	780,493.50	\$	780,493.49	\$	834,740.00	7%	Ś	208,685.00	\$	69,561.67	Federal Funds, contracted through VR for year ending
4001	HHS Grant-Voc Rehab		,	, , , , , , , , , , , , , , , , , , , ,	•		•	,		, , ,		•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	,	September 30, 2022 Increased by \$54,246.50
		\$	444,415.00	\$ 444,415.00	\$	444,415.00	\$	444,415.00	\$	444,415.00	0%	\$	111,103.75	\$	37,034.58	State Funds, contracted through VR for year end
4002	Florida General Revenue															September 30, 2022
		\$	42,373.10	\$ 42,373.00	\$	27,935.60	\$	40,510.16	\$	35,790.34	28%	\$	8,947.58	\$	2,982.53	University of Miami Grant, Year 2 (of 5 year grant) for
4006																year ending September 30, 2022. (Grant ends
4006	Step Up Grant - Direct Cost	۲.		ć	۲		۲		۲		00/	۲		۲		September 30, 2025)
4006.2 4037	Step Up Grant - Indirect Cost Awarded Grants	ş ¢	-	\$ - \$ -	Ş ¢	_	۶ د	-	ې د	-	0% 0%	۶ \$	-	\$ ¢	_	
4037	Estimated new Grants and Contracts	\$	_	\$ -	\$	_	\$	_	\$	<u>-</u>		\$	_	\$	_	
4037	Subtotal - Revenue from Grants and Contracts	\$	1,259,658.10	\$ 1,259,658.00	\$	1,252,844.10	\$	1,265,418.65	\$	1,314,945.34	5%		328,736.33	\$	109,578.78	
		•	,,	, ,,		, - ,-	•	,,		,. ,		•	,	•	,	
	Donations															
4007	Donations	\$	-	\$ -	\$	-	\$	-	\$	-	0%	\$	-	\$	-	Based on 2020-2021 actuals
4007.14	Restricted: Board - Statewide Device Loan	\$	-	\$ -	\$	-	\$	-	\$	-		\$	-	\$	-	Based on 2020-2021 actuals
4007.4	Restricted: Staff - Statewide Device Loan	\$	-	\$ -	\$	-	\$	-	\$	-	0%	•	-	\$	-	Based on 2020-2021 actuals
4007.15	Restricted: Other FAAST Service	\$	-	\$ -	\$	-	\$	-	\$	-		\$	-	\$	-	Based on 2020-2021 actuals
4007.17	Restricted: In-Kind Equipment	\$	-	\$ -	\$	-	\$	-	\$	-		\$	-	\$	-	Based on 2020-2021 actuals
4007.12	Unrestricted: Board - Monthly Donations	\$	-	\$ 1,045.00	\$	-	\$	-	\$	-		\$	-	\$ •	-	Based on 2020-2021 actuals
4007.5	Unrestricted: Staff - Monthly Donations	\$ ¢	-	\$ -	\$	-	\$	-	\$	-		\$	-	\$	-	Based on 2020-2021 actuals
4007.7 4007.8	Miscellaneous Donation Unrestricted: In-Kind Equipment	\$ ¢	-	\$ -	>	-	۶ ۲	-	۶ ۲	-		\$	-	۶ د	-	Based on 2020-2021 actuals Based on 2020-2021 actuals
4007.8	Amazon Smile	ş ¢	140.00	\$ - \$ 37.22	Ş ¢	40.00	۶ د	- 59.38	ې د	- 37.22		\$ \$	- 9.31	ې د	3.10	Est. \$9/quarter
4007.3	Subtotal - Revenue from Donations	\$	140.00	\$ 1,082.22	\$	40.00	\$	59.38 59.38	\$	37.22	-7%		10.00	\$	3.33	LSC. \$97 quarter
	Subtotal Revenue from Bollations	7	140.00	7 1,002.22	Y	40.00	Y	33.30	Y	37.22	770	Υ	10.00	Y	3.33	
4010	FAAST Access Advertising	\$	2,000.00	\$ -	\$	1,000.00	\$	-	\$	-	-100%	\$	-	\$	-	Based on 2020-2021 actuals
	Investments															
4020	Unrealized Gains/Losses	\$	-	\$ -	\$	-	\$	-	\$	-	0%	\$	-	\$	-	Zero budgeted to provide more accuracy in revenue
		\$	198,493.06	\$ 216,258.70	\$	164,077.28	\$	147,730.03	\$	182,143.05	11%	\$	45,535.76	\$	15,178.59	Amount to Offset Expenses (includes AFP at
																\$149,861.63, TW at \$15,534.56, and GA at \$16,746.86)
	Transfer from Investment															Decreased by \$1,903.22
		\$	392.00	\$ 105.27	\$	342.00	\$	198.80	\$	103.00	-70%	\$	25.75	\$	8.58	100% of 2020-2021 Total (includes AFP at \$17, TW at
4022	Interest Income															\$1, and Reserve at \$85)
4023	NHLP - Interest Income on Direct Loans	\$	15,200.00	\$ 19,648.89	\$	18,692.70	\$	22,162.69	\$	23,495.03	26%		5,873.76	\$	1,957.92	100% of 2020-2021 Total, Plus 20% growth
4024	NHLP - Closing Fee	\$	-	\$ -	\$ \$	-	\$ \$	-	\$	-	0%		-	\$ \$	-	Estimate provided by NHLP Director
4026	Dividend Income from Investments Subtotal - Revenue from Investments	\$ \$	214,085.06	\$ 236,012.86	\$	183,111.98	\$	170,091.52	\$ c	205,741.08	0% 12%	\$	51,435.27	\$ \$	17,145.09	
	Subtotal - Nevellue Holli IIIVestillellts	Ş	214,085.00	\$ 230,U12.86	Ş	103,111.98	Þ	170,091.52	Ą	203,741.08	12%	Þ	31,433.2/	Ą	17,145.09	
		\$	-	\$ 1,373.74	\$	-	\$	177.60	\$	-	0%	\$	-	\$	-	Zero budgeted as this income is typically not planned
4027	Miscellaneous Income	•		,	•		•		•			-		•		for
		\$	55,000.00	\$ 630,754.00	\$	-	\$	50,000.00	\$	107,000.00	0%	\$	26,750.00	\$	8,916.67	Estimate provided by Executive Director Increased by
4037	Grant Income					File: 20)22 Fi	inancials - Treası	urer	Reports						\$107,000

File: 2022 Financials - Treasurer Reports

12/6/2021, 11:30 PM Tab: 2022 Budget Detail Page 1 of 5

ACCOUNT NO.	DESCRIPTION	F	Y 2019-2020 BUDGET		FY 2019-2020 ACTUALS as of 9/30/20)	ı	FY 2020-2021 BUDGET		FY 2020-2021 ACTUALS as of 9/30/21)	i	FY 2021-2022 BUDGET	CHANGE %		2022 BUDGET PER QTR	P	2022 BUDGET ER MONTH	Notes:
4042	Fee-for-Service											20/					D 2000 2004
4013	Equipment Sales	\$	-	\$	-	\$ ¢	-	\$	-	\$	-	0%		-	\$	-	Based on 2020-2021 actuals
4014 4015	Training Assessments	\$ ¢	-	\$ ¢	-	\$ ¢	-	>	-	\$ ¢	-	0%	\$ ¢	-	\$ ¢	-	Based on 2020-2021 actuals
4013	Subtotal - Revenue from Fee-for-Service	<u>ې</u>	-	<u>ڊ</u>	-	è		<u>د</u>	<u>-</u>	\$	-	0% 0%	\$ ¢	-	\$ ¢	-	Based on 2020-2021 actuals
	Subtotal - Revenue Holli Fee-101-Service	Ą	-	Ą	-	Ą	-	Ą	-	Ą	-	076	Ą	-	Ş	-	
	TOTAL REVENUE	\$	1,530,883.16	\$	2,128,880.82	\$	1,436,996.08	\$	1,485,747.15	\$	1,627,723.64	13%	\$	406,930.91	\$	135,643.64	- -
	OPERATING EXPENSES																
	State Level Activities																
	State Level Activities	Ś	110,770.62	\$	172,610.63	ς	93,867.27	\$	50,401.49	\$	221,734.97	136.22%	\$	55,433.74	\$	18,477.91	\$70,000 for Neilsen Grant, \$90,000 for new RDCs, and
5019	Device Loan - Assistive Technology	Ţ	110,770.02	Y	172,010.03	Y	33,007.27	Y	30,401.43	Y	221,734.37	130.2270	Ţ	33,433.74	Y	10,477.31	\$58,134.97 for current RDCs; \$3,600 for Step Up Increased by \$1,803.58
3013	Device Louis 7,55,55,100 Feb. mology	\$	3,510.00	\$	4,597.31	\$	4,500.00	\$	3,874.67	\$	6,000.00	33.33%	\$	1,500.00	\$	500.00	Based on 2019-2020 actuals, with increase for
5020	Device Loan - Shipping for AT Loan Equipment	Ψ.	0,010.00	7	.,007.101	τ.	.,000.00	Ψ.	3,37	Ψ	3,000.00	33.3373	*	_,555.55	*	300.00	redistributing AT
5120	Device Loan - Classroom Kits	Ś	14,000.00	\$	78.95	\$	-	\$	-	\$	8,000.00	0.00%	\$	2,000.00	\$	666.67	Based on Step Up 2 year grant budget
		\$	370,520.97	\$	378,000.00	\$	216,000.00	\$	198,000.00	\$	223,788.65	3.61%		55,947.16		18,649.05	40% of RDC Contracts (current VR Contract ends
7027	Device Loan - Device Loan Activities	•	,	·	•	·	,	•	•	•	•		•	,	•	,	September 30, 2022)
		\$	137,229.99	\$	137,925.00	\$	108,000.00	\$	99,000.00	\$	111,894.33	3.61%	\$	27,973.58	\$	9,324.53	•
5151	Device Demonstration - Device Demo Activities	•	,	·	•	·	,	•	•	•	•		•	,	•	,	September 30, 2022)
		\$	12,000.00	\$	11,600.00	\$	11,000.00	\$	10,065.54	\$	10,000.00	-9.09%	\$	2,500.00	\$	833.33	•
5076	ReUse - Device Exchange Activities																September 30, 2022)
5077	ReUse - Device Refurbish Activities	\$	48,000.00	\$	47,549.78	\$	44,000.00	\$	40,484.00	\$	40,000.00	-9.09%	\$	10,000.00	\$	3,333.33	80% of RRC Contracts (current VR Contract ends September 30, 2022)
5008.02	State Financing - Contract Services	¢	1,881.00	\$	4,322.38	¢	3,437.00	¢	3,437.00	\$	4,217.00	22.69%	\$	1,054.25	¢	351.42	Down Home Solutions and Credit Builders Alliance
5011	State Financing - Credit Reports	ς ς	1,350.00		1,035.75		1,425.64	ς ς	1,370.47		1,808.36	26.85%		452.09		150.70	
5026.1	State Financing - NHLP Shipping	\$	163.75		860.80		613.75	\$	573.89		290.50	-52.67%		72.63	\$	24.21	10 shipments at \$6.55, \$12.50 2x/month for postage
3020.1	State (Marienty 14112) Shipping	\$	2,185.00		3,048.24	\$	6,036.00	\$	3,069.45		4,662.00	-22.76%		1,165.50	•	388.50	Based on 6 trips at \$540/trip, plus AT3 Leadership
5071	State Financing - NHLP Travel	Ψ	2,103.00	Ψ.	3,0 13.2 1	Υ	0,000.00	Υ .	3,003.13	Υ	1,002.00	22.7070	Ψ	1,100.00	Ψ	300.30	Symposium, ATIA, and FPP
7050	State Financing - Telework Bank Charges	Ś	_	\$	(0.09)	Ś	_	Ś	-	Ś	_	0.00%	\$	_	\$	_	Estimating no bank fee charges
7051	State Financing - Bank Default and Rescue Payments	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%		-	\$	_	Estimate provided by NHLP Director
7052	State Financing - AFP Bank Charges	\$	-	\$	-	\$	-	\$	10.00	\$	-	0.00%		-	\$	_	Estimating no bank fee charges
7058	State Financing - NHLP Legal Fees	\$	7,100.00	\$	3,253.30	\$	4,500.00	\$	2,984.85	\$	10,650.00	136.67%		2,662.50	\$	887.50	30 hours at \$355/HR
7080	State Financing - Doc Stamps	\$, -	\$	281.45	\$, -	\$	389.65	\$	-	0.00%		-	\$	_	Doc stamps are reimbursed by Borrowers
	·	\$	10,000.00	\$	12,123.86	\$	-	\$	1,084.36	\$	8,000.00	#DIV/0!	\$	2,000.00	\$	666.67	Estimate provided by NHLP Director for SELF interest
7085	SELF Buy Down Program																buy down program
5061	Investment Services	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%	\$	-	\$	-	This expense occurs within investment accounts
		\$	127,137.01	\$	111,029.63	\$	103,350.43	\$	103,137.01	\$	144,445.04	39.76%	\$	36,111.26	\$	12,037.09	Based on Estimated Time and Effort Allocations (62%
6010	State Level - Salary																AT Act) Decreased by \$1,075.47
		\$	9,272.76	\$	7,294.06	\$	8,023.42	\$	7,292.66	\$	10,111.15	26.02%	\$	2,527.79	\$	842.60	Based on Estimated Time and Effort Allocations (62%
6011	State Level - SEP Retirement																AT Act) Decreased by \$75.28
6012	State Level - Payroll Tax	\$	10,170.96	\$	7,998.54	\$	8,268.03	\$	7,932.14	\$	11,555.60	39.76%	\$	2,888.90	\$	962.97	8% of Employee's Salary Decreased by \$86.04
		\$	17,747.26	\$	13,512.79	\$	13,852.32	\$	12,538.31	\$	16,472.62	18.92%	\$	4,118.16	\$	1,372.72	Based on Estimated Time and Effort Allocations (62%
6013	State Level - Employee Insurance																AT Act) Decreased by \$4,256.99
		\$	2,333.37	\$	1,762.17	\$	1,694.35	\$	1,763.35	\$	2,298.52	35.66%	\$	574.63	\$	191.54	Based on Estimated Time and Effort Allocations (62%
6014	State Level - Workers Comp						Eila: 20	1 33 -	inanciale - Trese	1	Ranorte .						AT Act) Decreased by \$2,296.62
12/6/2021 1	Subtotal - State Level Activities 1:30 PM	\$	885,372.69	\$	918,884.55	\$	628,568.21	(2) Tak	inancials - Treas 547,408.82 o: 2022 Budget D)etail	835,928.74	32.99%	\$	208,982.19	\$	69,660.73	Page 2 of 5
, -,, -								·uk	o. Lozz baaget L	Ctui	•						. 486 2 31 3

	Based on Step Up 2 year grant budget
State Leadership Activities	Pasad on Stan IIn. 2 year grant hudget
	Daseu on step op 2 vear grant buuget
	34% of RDC Contracts (current VR Contract ends
	September 30, 2022)
\$ 9,660.88 \$ 5,536.50 \$ 15,609.87 \$ 7,804.94 \$ 16,694.80 6.95% \$ 4,173.70 \$ 1,391.23	5% of HHS State Leadership Activities based on ATAP
5182 Trainings - Transition Training Activities	Federal Guidelines
\$ 10,292.25 \$ 20,925.00 \$ 32,949.15 \$ 40,474.58 \$ 33,568.30 1.88% \$ 8,392.07 \$ 2,797.36	6% of RDC Contracts (current VR Contract ends
5185.1 Information and Assistance - Activities	September 30, 2022)
	Estimate provided by Executive Director Decreased by
	\$1,500
	100% of 2020-2021 Total, Plus 20% growth
	Based on three-year GoDaddy contract
	6 Trips at \$902/Trip Decreased by \$416
	12 ATIA at \$500/registration, plus 12 FAASTU at
	\$1,088/trip
	RDC exhibits written into RDC Contracts
	Van annual registration
	Estimate provided by Executive Director
	RDC Travel written into RDC Contracts
	2 Employees at \$999/Trip
	The Family Café Exhibitor Fee
•	No estimated expense
	Meeting room cost for two in-person ATAC meeting
	5 Shipments at \$6.95/Shipment
	100% of 2019-2020 Total
	2 In-person ATAC Meetings
	No estimated expense
	10 trips at \$540/Trip
	3 trips at \$540/Trip, including AT3 Leadership
	Symposium & ATIA Based on Estimated Time and Effort Allocations (38%
	AT Act) Decreased by \$755.11
	Based on Estimated Time and Effort Allocations (38%
	AT Act) Decreased by \$52.86
·	8% of Employee's Salary Decreased by \$60.41
	Based on Estimated Time and Effort Allocations (38%
	AT Act) Decreased by \$2,988.95
	Based on Estimated Time and Effort Allocations (38%
	AT Act) Decreased by \$37.17
Subtotal - State Leadership Activities \$ 222,450.43 \$ 194,171.50 \$ 477,749.42 \$ 459,460.44 \$ 437,326.84 -8.46% \$ 109,331.71 \$ 36,443.90	,, ,

Operational

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ACCOUNT NO.	DESCRIPTION	F	Y 2019-2020 BUDGET		/ 2019-2020 ACTUALS	F	Y 2020-2021 BUDGET		Y 2020-2021 ACTUALS	F	Y 2021-2022 BUDGET	CHANGE %		2022 BUDGET		2022 BUDGET	
				(as	of 9/30/20)			(a	s of 9/30/21)					PER QTR	PE	R MONTH	Notes:
5008	Contract Services	\$	123,365.40	\$	79,429.99	\$	114,147.66	\$	141,390.10	\$	123,935.87	8.58%	\$	30,983.97	\$	10,327.99	Contract services include monthly recurring services and annual costs (highest individual costs are independent CPA at \$15,600 for year, Website contract at \$30,000, and annual financial audit at \$18,000) Increased by \$3,102.92
		\$	2,000.00	\$	1,217.58	\$	2,000.00	\$	1,473.90	\$	500.00	-75.00%	\$	125.00	\$	41.67	Estimate provided by Administrative and Financial
5014	Equipment - Under \$500	ċ	3,000.00	\$	3,856.34	ć	3,000.00	¢	1,500.00	\$	2,500.00	-16.67%	¢	625.00	\$	208.33	Coordinator Estimate provided by Administrative and Financial
5015	Equipment - Over \$500	Ą	3,000.00	Ą	3,830.34	ڔ	3,000.00	ڔ	1,300.00	ڔ	2,300.00	-10.07/0	۲	023.00	۲	208.33	Coordinator
5021	Office Supplies	\$	6,000.00	\$	3,088.45	\$	6,000.00	\$	3,571.03	\$	3,600.00	-40.00%	\$	900.00	\$	300.00	
5022	Rent	, \$	•	\$	36,960.00	\$	36,960.00		36,960.00	\$	36,960.00	0.00%		9,240.00	\$	3,080.00	\$3,080/month
5026	Postage/Shipping	\$	960.00	\$	1,016.97	\$	960.00		556.36	\$	720.00	-25.00%		180.00	\$	60.00	100% of 2019-2020 Total
5029	Insurance - General/Office Liab/Van	\$	7,520.00	\$	8,844.11		7,240.00		7,240.00	\$	8,844.11	22.16%		2,211.03	\$	737.01	100% of 2019-2020 Total
5030	Legal	\$	21,300.00	\$	11,703.50	\$	3,550.00		6,031.00	\$	3,550.00	0.00%		887.50	\$	295.83	10 hours \$355/HR
5031	Membership Fees	\$	299.00	\$	10,163.00	\$	10,462.00	\$	10,313.00	\$	20,462.00	95.58%	\$	5,115.50	\$	1,705.17	Staples Business Advantage \$299, ATAP \$10,163, Florida Chamber \$10,000
5032	Banking Fees - Operations	\$	20.00	\$	67.49	\$	20.00	\$	20.00	\$	20.00	0.00%	\$	5.00	\$	1.67	Budgeted for occasional "Excessive Withdrawal Fee"
	- · · ·	\$	145.00	\$	80.00	\$	145.00	\$	-	\$	145.00	0.00%	\$	36.25	\$	12.08	_
5033	Corporate Fees																Renewal Fees
5041	Local Travel	\$	600.00	\$	174.11	\$	600.00	\$	305.07	\$	200.00	-66.67%	\$	50.00	\$	16.67	20 Trips at \$10/Trip
		\$	12,708.00	\$	10,694.83	\$	12,708.00	\$	9,774.89	\$	16,549.96	30.23%	\$	4,137.49	\$	1,379.16	100% of 2019-2020 Total (Comcast, City of Tallahassee,
5053	Utilities																DMS, and Verizon)
5251	Fundraising Activities	\$	300.00	\$	75.20	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	-	No estimated expense
5038	Professional Development Travel	\$	800.00	\$	1,459.44	\$	1,324.00	\$	1,324.00	\$	3,540.00	167.37%	\$	885.00	\$	295.00	AIRS Conference, ATIA and AT3
5500	Desferies I Development Besistantian	\$	1,000.00	\$	1,944.08	\$	2,665.00	\$	1,708.50	\$	1,295.00	-51.41%	\$	323.75	\$	107.92	1 AT3 Leadership Symposium at \$150/Each, 1 ATIA at \$500/Each, 1 AIRS at \$300/Each, Meeting Space for
5600	Professional Development Registration	\$	165,062.88	\$	172,154.43	\$	104,988.97	\$	103,165.41	\$	110,182.10	-98.66%	\$	350.87	\$	116.96	AT Act, and 100% of AFP, TW, GA, and Step Up)
6001	Operations - Salary	\$	11,233.38	\$	11,531.29	\$	7,123.41	\$	6,906.96	\$	7,712.75	8.27%	\$	1,928.19	\$	642.73	Increased by \$15,399.70 Based on Estimated Time and Effort Allocations (0% of AT Act, and 100% of AFP, TW, GA, and Step Up)
6002	Operations - SEP Retirement																Increased by \$1,077.98
6003	Operations - Payroll Tax	\$,	\$	13,703.00		8,381.04		8,161.28		8,814.57	5.17%		2,203.64	•		8% of Employee's Salary Increased by \$1,231.98
6004	Operations - Employee Insurance	\$	12,645.09	\$	11,779.01	\$	4,907.72	\$	4,882.35	\$	2,653.17	-45.94%	\$	663.29	\$	221.10	Based on Estimated Time and Effort Allocations (0% of AT Act, and 100% of AFP, TW, GA, and Step Up) Increased by \$960.04
		\$	2,841.83	\$	2,315.94	\$	1,757.22	\$	1,188.88	\$	1,612.67	-8.23%	\$	403.17	\$	134.39	Based on Estimated Time and Effort Allocations (0% of AT Act, and 100% of AFP, TW, GA, and Step Up)
6006	Operations - Workers Comp	\$	1,112.52		1123	\$	1,743.48	\$	1,640.74	\$	1,403.48	-19.50%	\$	350.87	\$	116.96	Increased by \$86.87 \$44.50 fee per payroll (24 per year) and \$45 for W-2
6008	Payroll Service Fees	•	·				-	•	•	•	•		-				processing
	Subtotal - Personnel	\$	423,060.05	\$	383,381.76	\$	330,683.50	\$	348,113.46	\$	355,200.68	7.41%	\$	88,800.17	\$	29,600.06	
7054	Loan Defaults	\$	_	\$	4,487.89	Ś	_	Ś	_	Ś	_	0.00%	\$	-	\$	_	
- 3 	Reimbursable Expenses	\$	-	\$	22.98	\$	-	\$	-	\$	-	0.00%		_	\$	-	
13 (59998)	Disputed Transaction 1:30 PM	\$	-	\$	-	\$	Fi <u>l</u> e: 2		inancials - Treas			0.00%		-	, \$	_	
12/6/2021, 1	1:30 PIVI	•		-		•		Tab	: 2022 Budget D	etail			-		•		Page 4 of 5

ACCOUNT NO.	DESCRIPTION	FY 2019-20 BUDGET	_	FY 2019-2020 ACTUALS (as of 9/30/20)		2020-2021 BUDGET		2020-2021 ACTUALS of 9/30/21)	F	FY 2021-2022 BUDGET	CHANGE %		2022 BUDGET PER QTR	2022 BUDGET ER MONTH	Notes:
TOTAL	EXPENSES	\$ 1,530,88	3.17	\$ 1,500,948.68	\$ 1	1,437,001.13	\$:	1,354,982.72	\$	1,628,456.26	13.32%	\$	407,114.07	\$ 135,704.69	
SURPLU	JS/(DEFICIT)	\$ (0.01)	\$ 627,932.14	\$	(5.05)	\$	130,764.44	\$	(732.63)	14407.47%	\$	(183.16)	\$ (61.05)	Deficit from Step Up Contract (\$732.63)
	HHS Breakdown 66.79% State Level Activites 17.68% State Leadership Activities 15.53% Operations			HHS Breakdown 54.41% State Level Activities 45.59% State Leadership Activities 0% Operations				Breakdown 61.44% State Level Activities 38.56% State Leadership Activities 0% Operations						Breakdown Goal 60% State Level Activities 40% State Leadership Activities 0% Operations	