

PROPOSAL FOR PROFESSIONAL
ACCOUNTING SERVICES

The Cultural Council of Greater Jacksonville, Inc.

Year Ended September 30, 2020

Submitted By:

The Forde Firm, LLC
Linda R. Forde, CPA, Managing Member
5150 Belfort Rd, Building 300
Jacksonville, Florida 32256
(904) 725-5832

July 13, 2020

Board of Directors
Cultural Council of Greater Jacksonville, Inc.
300 Water Street
Jacksonville, FL 32202

We are pleased to have the opportunity to provide you with a proposal for your audit for the year ended September 30, 2020. The attached letter presents in detail the services that we would provide.

The purpose of our engagement would be to render an opinion on your financial statements for the year ended September 30, 2020, issue a letter of recommendations, and perform other services as may be required. The audit report would comply with the applicable audit guides of the AICPA and generally accepted auditing standards.

We believe our firm is uniquely qualified to perform your professional accounting needs for the following reasons:

1. We have extensive experience in auditing local nonprofit organizations.
2. We have a reputation for keeping the costs of the audit low, as evidenced by the fact that we perform so many audits for non profit entities, parishes and churches on tight budgetary constraints. The cost of the audit of your organization will not exceed \$10,500 without your approval.
3. We have received our "quality review" from the AICPA and State of Florida Board of Accountancy. We received an "unqualified opinion" on our accounting practice. A copy is attached. This letter was issued as James A Knutzen Associates due to the timing of the purchase but has been transferred to The Forde Firm, LLC by the AICPA and FICPA. We are enrolled and participate in the peer review program.
4. We are a full-service firm with three active CPA's, and can satisfy all your professional accounting needs.

Board of Directors
Cultural Council of Greater Jacksonville
300 Water Street
Jacksonville, FL 32202
July 13, 2020
Page Two

5. We are located in Jacksonville and have been at the same location since 2011 in the centrally located Southpoint area.
6. We have three CPA's and four paraprofessionals who work extensively in nonprofit auditing. This provides a backup and support which many firms do not possess.
7. We have a reputation for timeliness of service.
8. We would be available during the year to answer questions for the Board and staff and be available for the Finance Committee and Board meetings if needed.

I have included three attachments in addition to the engagement letter, as follows:

1. A firm resume that tells more about our firm and the services that we are able to provide, including a sampling of not-for-profits clients.
2. My personal resume.
3. A copy of the most recent "quality review" of our firm.

If our firm is selected to provide your audit services, Megan McAtee, CPA will be assigned as the audit manager and Linda Forde, CPA will be in charge of the audit.

If you have any questions regarding the contents enclosed, please feel free to contact me.

Sincerely,



Certified Public Accountant

Firm Resume

We are extremely pleased to be able to bid on the audit of the Cultural Council of Greater Jacksonville, Inc. In that regard, we respectfully offer the following information about our firm:

1. The firm of James Knutzen & Associates has been in business in the Jacksonville area for over 40 years. The firm was sold in December 2018 to Linda Forde and The Forde Firm, LLC. Linda's family experienced a crisis in 2018 that pushed her to move back into public accounting and specifically to serve the very organizations that helped her family – Not-For-Profit organizations. The firm specializes in providing audit and tax services for nonprofit organizations in addition to public charities and government funded organizations. Following are some of the organizations that we serve:
 - Beaches Emergency Assistance Ministry, Inc.
 - Child Cancer Fund, Inc.
 - Church of Our Saviour
 - Dreams Come True
 - L'Arche Jacksonville, Inc.
 - Mission House, Inc.
 - Jacksonville Children's Chorus
 - Tom Coughlin Jay Fund Foundation, Inc.
2. No member of the firm has any affiliations or conflicts of interest with the Cultural Council of Greater Jacksonville, Inc.
3. We will commit to allocating sufficient staff hours to complete your audit, management letter and tax return in a timely manner. Our staff has worked in public accounting and in industry and has extensive experience. We are continuing to grow, adding new team members to ensure we have sufficient staff to complete all work.
4. We will assign as senior auditor Ms. Megan McAtee, who has over 7 years audit and tax experience working specifically with not-for-profit audits supervised by Linda Forde, the owner of the firm, who has more than 25 years of accounting experience. We will also assign support staff to the team as needed to complete your audit in the time required. Both Ms. McAtee and Ms. Forde are CPA's in good standing and complete the annual requirements for continuing professional education.
5. Our firm approaches every audit with the due diligence required and the expertise of experienced auditors. We use a combination of technology media depending upon the particular client's situation and software. Normally, we do not employ outside firms' employees because we have sufficient nonprofit expertise within our organization. We communicate by whichever method the client finds most effective and efficient.