

**Florida Clerks of Court
Operations Corporation**

PROPOSAL FOR AUDIT SERVICES

FOR THE YEARS ENDING JUNE 30, 2010, 2011 and 2012

**Sanders, Holloway & Ryan
2878 Mahan Drive
Tallahassee, FL 32308
Phone: (850) 222-1608
Fax: (850) 222-2982**

Contact: Joe Sanders, CPA

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Audit Fee	(separate package)

SANDERS, HOLLOWAY & RYAN

Certified Public Accountants

2878 MAHAN DRIVE

POST OFFICE BOX 4144

TALLAHASSEE, FLORIDA 32315

VERNON E. SANDERS, C.P.A.
T. E. "JOE" SANDERS, C.P.A.
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MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

CHRIS C WALLACE, C.P.A., C.F.E.
HOLLY W. HURSEY, C.P.A.

December 18, 2009

Audit Committee
Florida Clerks of Court Operations Corporation
2560-102 Barrington Circle
Tallahassee, Florida 32308

Dear Audit Committee:

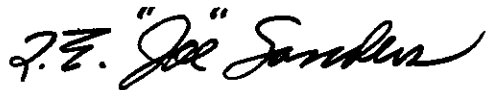
We are pleased to provide the desired information in the attached proposal regarding the Corporation's certified financial statement audits for the calendar years 2010 through 2012. We recognize that trust is earned and we would like to earn yours.

We are fully qualified to perform the financial statement audit function of Florida Clerks of Court Operations Corporation as outlined in your "Request for Proposal" dated November 24, 2009. We will perform all services within the time frames established by the Audit Committee and will provide our work papers for review by the Audit Committee when requested on a timely basis. Our fee proposal is a firm and irrevocable offer for all time periods, and is packaged separately.

Selecting an independent auditor is a process requiring analysis of many factors including reputation of the firm, experience, references, price, and qualifications of individuals assigned to the engagement. We believe that Sanders, Holloway & Ryan will stand out in these areas and commit to providing the Corporation with the highest priority of service it deserves.

Again, thank you for your consideration and evaluation of our proposal.

Very truly yours,



T. E. "Joe" Sanders
Partner

Firm Qualifications and Experience

Auditing Experience

We believe that Sanders, Holloway & Ryan is the best choice for Florida Clerks of Court Operations Corporation because we:

- ***Have an experienced, dedicated, friendly staff.*** Sanders, Holloway & Ryan has provided audit services to non profit and government organizations for over 40 years. Over time we have developed an outstanding audit team that has substantial in-depth technical knowledge of the industry and at the same time prides itself on interacting with client personnel in such a way that fosters professional respect.
- ***Have excellent relationships with Florida Auditor General staff.*** Over the years, we have kept in touch with the Florida Auditor General Office and communicated any questions or concerns we have had on engagements that fall under the jurisdiction of this agency. Doing so has provided our staff with a great resource and has helped to keep our firm up-to-date on the latest rules and regulations affecting non profit and governmental entities.
- ***Are committed to professionalism and quality of services.*** We are committed to having professionals with government and non profit expertise and have allocated resources accordingly. Our engagement staff participate in numerous professional education classes and forums and either meet or exceed the education requirements necessary to conduct audits of governmental and non profit entities.

Partner and Staff Qualifications

Over a period of time we have assembled a team which we feel is particularly suited to provide services to your organization, and will interact very well with your management group. Detailed resumes for the following individuals are included beginning on page 4. The following is a brief summary of the primary team members and the roles they will fulfill:

T. E. "JOE" SANDERS, PARTNER - Joe will be the partner responsible for Florida Clerks of Court Operations Corporation. As such, he will have overall responsibility for the delivery of the audited financial statements to your Organization. He will be involved in the financial statement audit process and consulting with you on other issues as needed. Joe has a thorough understanding of governmental entities, internal control and compliance testing. He has over 40 years experience in public accounting.

HOLLY HURSEY, SENIOR AUDITOR – Holly will be responsible for the direct supervision of audit planning, fieldwork, and supervision of staff. Also, she will be responsible for work paper review, financial statement preparation and interaction with the FLCCOC Executive Council and staff. She is a CPA with over 20 years of accounting experience, and has worked on local government and nonprofit engagements and is intricately familiar with governmental processes and procedures.

Firm Qualifications and Experience (Continued)

Partner, Manager and Staff Qualifications (Continued)

PHILLIP PRICE, SENIOR AUDITOR – Phillip is the most recent addition to our audit engagement team. He received his Bachelor of Accounting degree from Florida State University and has two years of senior auditor public accounting experience in the non profit industry with clients in excess of \$1 billion in assets.

Extent of Professional Liability Insurance

We maintain professional liability insurance in the amount of \$1,000,000 with the Camico Mutual Insurance Company.

Material Lawsuits against our Firm

There has never been a lawsuit filed against our firm.

Peer Review

Sanders, Holloway & Ryan participates in a peer review on a triennial basis. The reviews are conducted by a separate independent Certified Public Accounting firm and are performed to assess our systems of quality controls for the accounting and auditing practice. Please see the latest peer review report, related letter of comments and the firm's response to the letter of comments beginning on page 16.

Audit Approach

We plan to perform an audit of Florida Clerks of Court Operations Corporation as of June 30, 2010, 2011 and 2012. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and standards for financial and compliance audits contained in the U.S. General Accounting Office's *Government Auditing Standards* (The Yellow Book). We offer the following regarding our audit approach:

- We utilize a risk-based audit approach. This means that our engagement team is devoting their time to the most significant areas of the Organization.
- We would expect to perform interim testing during the spring of each audit year and with year-end procedures to be performed in July or August. Most likely, audit fieldwork would involve two to three employees from our office.
- Financial statement preparation will be coordinated with management. Management's deadline for a draft of the reports and for final reports will be complied with.
- To increase our productivity in performing the audit, we utilize a computerized audit software application that allows us to perform various analytical reviews of your general ledger balances as well as assist in preparing financial statements and other work papers.

Professional Staff Résumés

T.E. "Joe" Sanders, CPA

Years of Experience Over 40 years

Engagement Responsibilities

As the government and nonprofit practice partner, Joe has the complete and final responsibility for the delivery of the audited financial statements to your Organization. He is also responsible for ensuring the highest quality of client service and technical competence. He will be involved in the audit process and consulting with you on other issues as needed. He will spend whatever time is necessary to ensure that your needs are fulfilled.

Experience

In addition to being the firm's partner in charge of government and nonprofits, Joe is also the firm's partner in charge of technology and has over 40 years of experience in public accounting. Joe's years in the accounting profession has provided him with a unique insight into both opportunities and problems businesses and other organizations are faced with, Joe has placed special emphasis in the practice areas of auditing and consulting, small business tax and consulting, and other nonprofit organizations auditing and accounting.

Education

Bachelor of Science in Accounting, Florida State University

Professional and Civic Organizations

Florida Institute of Certified Public Accountants
American Institute of Certified Public Accountants
The Alzheimer's Project, Inc., Board Member
Capital City Kiwanis Club, Treasurer

Professional Staff Résumés (Continued)

Holly Hursey, CPA

Years of Experience 20 Years

Engagement Responsibilities

As a senior auditor, Holly is responsible for planning, conducting fieldwork and report preparation.

Experience

Holly Hursey has over twenty years experience in the accounting profession and nine years as an auditor. During her career, Holly has performed numerous audits for governmental and nonprofit organizations, including those receiving state and federal financial assistance. She has prepared comprehensive annual financial reports under GASB 34. Her areas of expertise include state and local governments, nonprofit organizations, and credit unions.

Governmental Experience

Leon County Research and Development Authority (Tallahassee)
Madison County, Florida
City of Thomasville, Georgia
Thomas College (Georgia)

Education

Bachelor of Science in Accounting, Florida State University
Bachelor of Science in Management, Florida State University

Professional and Civic Organizations

Florida Institute of Certified Public Accountants
American Institute of Certified Public Accountants
United Way of Thomas County, Georgia
Tallahassee Society of Association Executives

Professional Staff Résumés (Continued)

Phil Price

Years of Experience 2 Years

Engagement Responsibilities

As a senior auditor, Phil is responsible for planning, conducting fieldwork and report preparation.

Experience

Phil is the most recent addition our credit union audit team. Prior to joining our Firm, Phil had two years of senior audit experience for a large public accounting firm specializing in financial institutions. During his two years at his prior firm, Phil ascended quickly to an in-charge position and has extensive experience with financial institution audits and audits of nonprofit organizations.

Education

Bachelor of Science in Accounting, Florida State University
Bachelor of Science in Finance, Florida State University

References

<u>CLIENT</u>	<u>ASSET SIZE</u>	<u>CONTACT PERSON</u>
Leon County Research And Development Authority Tallahassee, Florida 850-575-0343	\$ 18M	Chairman, Thomas Barron
Leon Advocacy and Resource Center Tallahassee, Florida 850-422-0355	\$ 1M	Executive Director, Phillip Roth
Florida Council on Aging Tallahassee, Florida 850-222-8877	\$ 136K	Executive Director, Margaret Lynn Duggar

Proposal to Florida Clerks of Court Operations Corporation

Leon County Research & Development Authority
1736 West Paul Dirac Drive
Tallahassee, FL 32310

December 8, 2009

Executive Council
Florida Clerks of Court Operations Corporation
2541-1 Barrington Circle
Tallahassee, FL 32308

RE: Sanders, Holloway & Ryan

Dear Ladies and Gentlemen:

Initially as Treasurer and then as Chairman of the Leon County Research and Development Authority, I had the pleasure of working with the firm of Sanders, Holloway & Ryan on the financial reporting and audit of the Authority. Their work was always timely and professional. The members of the firm were available and responsive to our needs. Changing firms was the result of a Board policy decision after a long engagement and not a reflection on the quality or cost of their services.

Sincerely,



Thomas A. Barton
Chairman

TAB/sw

Peer Review Report

Greene, Dycus & Co., P.A. Certified Public Accountants

205 North Elm Ave., Sanford, FL 32772-0729

407-322-0561 / Fax: 407-322-0663 / www.greene-dycus.com

Member: American Institute of Certified Public Accountants

Member: Florida Institute of Certified Public Accountants



System Review Report

November 16, 2009

To the Owners of Sanders, Holloway & Ryan
and the Peer Review Committee of the FICPA

We have reviewed the system of quality control for the accounting and auditing practice of Sanders, Holloway & Ryan (the firm) in effect for the year ended June 30, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under the *Government Auditing Standards* and audits of employee benefit plans).

In our opinion, the system of quality control for the accounting and auditing practice of Sanders, Holloway & Ryan, CPA in effect for the year ended June 30, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Sanders, Holloway & Ryan has received a peer review rating of *pass*.

Greene, Dycus & Co., P.A.
Certified Public Accountants

William T. Royster, CPA
Robert Klineiman, CPA
Thomas J. Frank, CPA
Jack I. Greene, CPA (Deceased)
James R. Dycus, CPA (Deceased)