



ENGAGEMENT LETTER FOR MONTHLY, QUARTERLY OR ANNUAL ENGAGEMENT

November 5, 2019

FLORENCE/LAUDERDALE TOURISM
200 JIM SPAIN DRIVE
FLORENCE, AL 35630

We are pleased to confirm our acceptance and understanding of the services we are to provide for FLORENCE/LAUDERDALE TOURISM for the year ended December 31, 2020.

We will provide you with the following services:

	Weekly/ Bi-Weekly	Monthly	Quarterly	Annually
<u>Bookkeeping Services</u>				
Post General Ledger				
Reconcile Bank Statements				
Record Journals				
Pay Bills				
Record Deposits				
Depreciation Schedule				
<u>Payroll and Sales Tax Services</u>				
Calculate Payroll Per Submitted Timesheets	X			
Prepare Unsigned Checks				
Prepare Signed Checks				
Prepare Direct Deposit	X			
Calculate Payroll Tax Deposits	X			
Post Earnings Records				
Submit Payroll Tax Deposits	X			
Submit Retirement Plan Deposits		X		
Submit Garnishment Deposits				
Prepare Payroll Tax Returns			X	
Prepare Various Payroll Related Vendor Checks				
Prepare Sales Tax Returns				
Prepare W-2's				X
Prepare 1099's				X
<u>Financial Statements - Income Tax Basis</u>				
Statement of Assets and Liabilities				
Statement of Revenue and Expenses				
Supplementary Information				

Other Services	Weekly/			
	Bi-Weekly	Monthly	Quarterly	Annually
Consultation				
Business Personal Property Return				
Construction Fee Return				

Your Responsibilities

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our services. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

If we are engaged for payroll services then please be aware that you are responsible for the timely filing of employment tax returns and the timely payment of employment taxes for your employees, even if you have authorized a third party to file the returns and make the payments. Therefore, the Internal Revenue Service recommends that you enroll in the U.S. Treasury Department's Electronic Federal Tax Payment System (EFTPS) to monitor your account and ensure that timely tax payments are being made for you. You may enroll in the EFTPS online at www.eftps.gov, or call (800) 555-4477 for an enrollment form.

Other Relevant Information

Lisa C. Patterson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

It is our policy to keep records related to this engagement for seven (7) years after which they are destroyed. However, we do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

In the interest of facilitating our services to your company, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to your company. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement.

We estimate that our fees for these services will be billed based on time, at our standard hourly rate. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes ninety (90) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the

terms of our engagement described in this letter, please sign this letter and return it to us.

Sincerely,

Patterson Prince and Associates, P.C.
Patterson, Prince and Associates, P.C.

Acknowledged:
FLORENCE/LAUDERDALE TOURISM

Signature and Title

Date