

# PAVLOV & ASSOCIATES, CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT AND ADVISORS

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September 9, 2013

Branch District Library  
Attn: John Rucker, Director  
10 East Chicago Street  
Coldwater, MI 49036

RE: Request for Quote for Services

Dear Mr. Rucker:

Thank you for the opportunity to quote your annual accounting and financial services needs for the year. I would like to take a moment to tell you about us. Pavlov & Associates has had a presence in Branch County for over 35 years. We have 6 professionals and 3 staff to serve the community financial needs. Our firm recently expanded to include internal, external and forensic audit services out of our Coldwater office. We bring over 13 years of external and internal audit experience to the community, in addition to a multitude of other services. We pride ourselves on being on the cutting edge of technology, and utilize technology to keep our associates up to date with the latest changes to our tax, accounting and audit profession. We are excited at the opportunity to serve you in our capacity of most trusted advisor.

In order to perform an audit, a firm must have the necessary background and knowledge, as well as the necessary tools and requirements in place to do so properly. Our firm has the necessary tools, skills, educational resources, continuing education, as well as licensure and insurance. Most importantly, we have the experience. As such, these necessary business tools to provide this service do need to be considered when discussing pricing of such services. Our firm experience is also demonstrated and supported with our Accounting, Payroll and Support Services (and specialized tax support).

In addition, as you requested our qualifications to be submitted to support our experience, please find attached information for our additional company (Pavlov & Associates, CPA, P.C.), PNH Consulting Group, LLC, for which both David and Andrea Pavlov are principal members and have experience in performing municipal government finance and accounting services, as well as specialized auditing services.

In response to your inquiry for quote, Pavlov & Associates, CPA, P.C. is offering to perform Branch District Library's annual professional accounting and financial services, requested in your package to us dated August 21, 2013, including the annual audit and all related support services noted, for a total of **\$ 22,800.00**.

Please advise if this pricing meets with your approval by contacting our office, and we will prepare an engagement letter indicating our agreement stated herein.

Kind Regards,



Andrea Pavlov, CPA  
Encl.



David R. Pavlov, MBA, CIA, EA

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References (\*\*indicates current clients available for references)

## **Pontiac School District**

Services Performed:

- Forensic Audit for 2007, 2008, 2009, Q1 2010
- Developed Policies and Procedures for new Finance Positions

Contact: Gill Garrett, School Board Member      248-935-8398

## **Detroit Public Schools**

Services Performed:

- Audit for 1,246 vendors for all convenient and compliance requirements
- Financial Consulting for the Chief Audit Officer for the 151 schools for financial recommendations and audit procedures
- Provided Consulting for Administration to conform to the new reporting requirements

Contact: Odell Bailey, Auditor General      313-408-3542

## **City of Hamtramck**

- Performed financial audit of services

## **Riverside Church\*\***

- Performed financial audit of services

## **Riverside Clinic\*\***

- Setup Articles of Incorporation

## **Benevolent Order of Elks – Coldwater\*\***

- Performed Audit of 2008 and 2009
- Prepared 2008 and 2009 990 tax returns

## **Bronson United Methodist Church\*\***

- Resolved 2006-2009 payroll, accounting and related issues with both IRS and State

## **Township of Gilead\*\***

- 2012 Fiscal Year End Audit