

WORKFORCE West Virginia

Auditing Services

Response to Request for Quotation  
RFQ Number BEP08064


Suttle & Stalnaker, PLLC  
The Virginia Center, Suite 100  
1411 Virginia Street East  
Charleston, West Virginia 25301  
(304) 343-4126  
(800) 788-3844

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PROCURING DIVISION  
STATE OF WV

Contact Person:



Chris Deweese, CPA, Member

May 15, 2008

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

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TRANSMITTAL LETTER



May 15, 2008

WORKFORCE West Virginia  
5301A - FAM Administration  
Room 618  
112 California Avenue  
Charleston, West Virginia 25305-0112

We are pleased to submit our proposal to serve as independent Certified Public Accountants to perform the annual audit of the financial statements of WORKFORCE West Virginia for the year ending June 30, 2008. Suttle & Stalnaker, PLLC welcomes this opportunity to serve you. We are particularly well suited to serve you since our experience is especially strong in working with West Virginia State government and governmentally funded organizations.

The team which we have assembled to serve WORKFORCE West Virginia has a long-standing relationship with various State and local government organizations which means that we know and understand the difficult issues and how to address them. Our primary team members have extensive technical knowledge of and experience with Federal and State grants and will be available at your request. Your engagement member will be Chris Deweese. He has been engagement member for audits of West Virginia Bureau of Employment Programs, West Virginia Department of Transportation, and numerous other governmental organizations.

We will serve WORKFORCE West Virginia in a dedicated manner and you will be a top priority client of our office. We would appreciate the opportunity to meet personally to further discuss this written proposal. We possess all of the technical and professional qualifications to serve WORKFORCE West Virginia in the most effective manner. Please feel free to contact Horace Emery or Chris Deweese in respect to any questions you may have concerning this proposal. This proposal is a firm and irrevocable offer for ninety (90) days.

Very truly yours,

*Suttle & Stalnaker, PLLC*

The Virginia Center • 1411 Virginia Street, East • Suite 100 • Charleston, WV 25301  
Phone (304)-343-4126 or 1-(800)-788-3844 • Fax (304)-343-8008

Towne Square • 201 Third Street • PO Box 149 • Parkersburg, WV 26102  
Phone (304)-485-6584 • Fax (304)-485-0971

www.suttlecpas.com • E-mail: cpa@suttlecpas.com  
A Professional Limited Liability Company

MANDATORY REQUIREMENTS

### **3.5.a INDEPENDENCE AND CONFLICTS OF INTEREST**

All professional personnel must be familiar with and adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, the State of West Virginia Board of Accountancy, the West Virginia Society of CPAs, the United States General Accounting Office, State statutes, and regulatory agencies under which we practice. In this regard, any transaction, event, or circumstance that would impair the Firm's independence on compilation, review, audit, forecast, projection, or attestation engagements is prohibited.

Suttle & Stalnaker, PLLC is independent of the WORKFORCE West Virginia, and related systems, the State of West Virginia, and any other component units of the State of West Virginia as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States, United States General Accounting Office.

Suttle & Stalnaker, PLLC has no relationship with any known major vendors or contractors to WORKFORCE WV and related systems. In addition, Suttle & Stalnaker, PLLC agrees to give WORKFORCE WV written notice of any professional relationships entered into during the period of this agreement with any major contractors as defined in West Virginia code §29-22-23.

We affirm to the best of our knowledge and belief that neither the firm, nor any of its members, employees, or subcontractors presently have any interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance of its services hereunder. We further covenant that during the period of the contract, we shall periodically inquire of our members, employees and any subcontractors, concerning such interests. Any such interests discovered shall be promptly presented in detail to WORKFORCE WV.

### **3.5.b LICENSE TO PRACTICE IN WEST VIRGINIA**

Suttle & Stalnaker, PLLC and all assigned key professional staff are properly licensed by the West Virginia Board of Accountancy to practice in West Virginia. We are in good standing with both the Workers' Compensation Division and the Unemployment Compensation Division as required by law. Please see the No Debt Affidavit at the last page of the Request for Quotation included as part of this proposal.

In addition, all assigned personnel have received adequate continuing professional education within the preceding two years to comply with AICPA and *Government Auditing Standards* (GAS). Suttle & Stalnaker, PLLC is a member in good standing with the American Institute of Certified Public Accountants (AICPA), the AICPA's Private Companies Practice Section, and the West Virginia Society of Certified Public Accountants (CPAs). All members proposed to serve on this engagement are members of the AICPA.

Suttle & Stalnaker, PLLC meets all requirements imposed by the State of West Virginia and other local laws, rules and regulations, and are registered resident vendors authorized to transact business with the State of West Virginia.

### 3.5.c QUALITY CONTROL

Suttle & Stalnaker, PLLC is a member in good standing of PKF/Polaris International and of the Private Companies Practice Section of the American Institute of Certified Public Accountants and as such is required to provide a minimum of 40 hours of continuing professional education for each professional on staff, have a complete quality control system in place which encompasses all five of the quality control elements established by the AICPA, and have a peer review at least every three years. The following is a brief summary of our policies as they relate to each quality control element.

*Independence, Integrity and Objectivity* - All personnel must maintain independence in all required circumstances, perform all professional responsibilities with integrity, and maintain objectivity in discharging professional responsibilities. All professional personnel must be familiar with and adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, the State of West Virginia Board of Accountancy, the West Virginia Society of CPAs, the United States General Accounting Office, State statutes, and regulatory agencies under which we practice. In this regard, any transaction, event, or circumstance that would impair the Firm's independence on compilation, review, audit, forecast, projection, or attestation engagements is prohibited.

*Personnel Management* - Personnel Management encompasses hiring, assigning personnel to engagements, professional development, and advancement activities. Accordingly, policies and procedures have been established to provide the firm with reasonable assurance that-

- Those hired possess the appropriate characteristics to enable them to perform competently. Professional staff must normally have an accounting degree and a grade point average of at least 3.0 on a 4.0 scale.
- Work is assigned to personnel having the degree of technical training and proficiency required in the circumstances.
- Personnel participate in general and industry-specific continuing professional education and other professional development activities that enable them to fulfill responsibilities assigned. All professional personnel must comply with the continuing professional education requirements of the AICPA, the West Virginia State Board of Accountancy, and the U.S. General Accounting Office. Specifically, all professionals must obtain a minimum of 40 hours of continuing professional education per year. For persons involved in governmental auditing, at least 24 hours in any two-year period must be directly related to governmental accounting and auditing. All professional staff must maintain an adequate awareness and understanding of current developments in technical literature, and all professional staff must assist in the training and development of staff members under their supervision.
- Personnel selected for advancement must have the qualifications necessary for fulfillment of the responsibilities they will be called on to assume. These determinations are made based on periodic, objective evaluations of individual performances.



*Engagement Performance* - Engagement Performance encompasses all phases of the design and execution of the engagement. Our policies and procedures cover planning, performing, supervising, reviewing, documenting, and communicating the results of each engagement. Our Firm recognizes the need for a constant exchange of ideas and opinions about technical issues on all professional engagements, and it is our policy that all professional personnel seek consultation whenever they are uncertain about the answer to a technical question, the application of a professional procedure or standard, the application of a rule, regulation or procedure of a tax or other regulating agency, or the application of a Firm policy.

*Acceptance and Continuance of Clients and Engagements* - It is the policy of our Firm that on all compilation, review, audit, forecast, projection, and attestation engagements, the acceptability of the client be evaluated to assess the Firm's abilities to perform the services and the risks associated with providing the services before the Firm agrees to provide professional services.

*Monitoring* - It is the policy of our Firm that our quality control system be monitored on an ongoing basis to determine whether the Firm complies with its stated quality control policies and procedures.

The specific procedures utilized to ensure compliance with the above policies are enumerated in our formal Quality Control Document, which is included as an appendix.

A review of the Firm's system of quality control was performed in 2005, in accordance with the AICPA's peer review program. This review included a review of selected governmental engagements. **An unqualified opinion with no letter of comments was received as a result of this review.** A copy of that report follows our Quality Control Document.

The Firm also has periodically had its workpapers and/or reports reviewed by federal and state agencies. The desk and/or field audits have uncovered no significant issues, and we have often been complemented by the reviewer on the quality of our work.

## **OTHER CERTIFICATIONS AND WARRANTIES**

### **3.4.1 Conflicts of Interest**

As a consequence of Suttle & Stalnaker, PLLC's strict policies regarding independence, it has no engagements that can or will in any way cause a conflict of interest, as set forth in West Virginia Code §29-22-23, with our proposed engagement for WORKFORCE WV.

### **3.4.2 Prohibition Against Gratuities**

Suttle & Stalnaker, PLLC has employed no company or person to assist with our services to WORKFORCE WV other than bona fide employees. Further, we have not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract with WORKFORCE WV.

### **3.4.3 Certifications Related to Lobbying**

No federal appropriated funds have been paid or will be paid, by or on behalf of Suttle & Stalnaker, PLLC or their employees, to any person for purposes of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

### **3.4.4 Vendor Relationship**

The relationship of Suttle & Stalnaker, PLLC to the State will be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. Suttle & Stalnaker, PLLC as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Suttle & Stalnaker, PLLC is responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this RFQ and resulting contract. Neither Suttle & Stalnaker, PLLC nor any employees or contractors of Suttle & Stalnaker, PLLC shall be deemed to be employees of the State for any purposes whatsoever.

Suttle & Stalnaker, PLLC is exclusively responsible for the payment to his/her employees and contractors of all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Suttle & Stalnaker, PLLC will hold harmless the State, and will provide the State and WORKFORCE West Virginia with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

Suttle & Stalnaker, PLLC will not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of WORKFORCE West Virginia.

### **3.4.5 Indemnification**

Suttle & Stalnaker, PLLC agrees to indemnify, defend and hold harmless the State of West Virginia, WORKFORCE WV, its officers, and employees from and against:

- (A) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract.
- (B) Any claims or losses resulting to any person or entity injured or damaged by Suttle & Stalnaker, PLLC, their officers or employees by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by federal or state statutes or regulations;
- (C) Any failure of Suttle & Stalnaker, PLLC, their officers or employees to observe state and federal laws, including but not limited to labor and minimum wage laws.

### **3.4.6 Contract Provisions**

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFQ and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFQ, and the Vendor's Quote in response to the RFQ.

### **3.4.7 & 3.4.8 Compliance with Governing Laws and Regulations**

Suttle & Stalnaker, PLLC abide with all laws, regulations, and ordinances of the United States. Suttle & Stalnaker, PLLC is licensed to do business in this state. It also complies with the Civil Rights Act of 1964 and all other applicable federal, state and local government regulations.

### **3.4.9 - 3.4.16 Various General Terms and Conditions**

Suttle & Stalnaker, PLLC will abide by and comply with these items as presented in the RFQ.

**Desk and Field Reviews**

Engagements performed by Suttle & Stalnaker, PLLC have been subjected to several federal desk and field reviews over the past three years. No significant issues were raised as a result of any of these reviews.

**Proposer's Warranty and Guarantee**

Suttle & Stalnaker, PLLC warrants that it will not delegate or subcontract its responsibilities under this agreement without the express prior written permission of WORKFORCE WV.

Suttle & Stalnaker, PLLC further warrants that all information provided by it, in connection with this proposal, is true and accurate.

Suttle & Stalnaker, PLLC certifies it can and will provide and make available, at a minimum, all services set forth herein.

FIRM QUALIFICATIONS AND EXPERIENCE

## **Section 1 - FIRM QUALIFICATIONS AND EXPERIENCE**

Suttle & Stalnaker, PLLC, Certified Public Accountants, has offices located at 1411 Virginia Street East, The Virginia Center, Suite 100, Charleston, West Virginia 25301 and at Towne Square, PO Box 149, Parkersburg, West Virginia 26102. The Firm which was incorporated in 1973 currently consists of the following personnel, 21 of which are certified public accountants: members/partners - 11, managers, seniors and staff accountants - 29, support staff - 9. Currently there are approximately 12 individuals in our governmental audit staff. The work performed will be coordinated by our Charleston office. Various members and employees of the Firm are members of the American Institute of Certified Public Accountants, the West Virginia Society of Certified Public Accountants, Government Finance Officers' Association, and other professional organizations.

We are experienced in and perform a full range of activities. Our professionals are organized according to their functional discipline: accounting and auditing, tax and tax consulting, and management consulting. We consider ourselves business advisors who not only solve problems but also prevent them.

### **STATE OF WEST VIRGINIA AND BUREAU OF EMPLOYMENT PROGRAMS**

Suttle & Stalnaker, PLLC has audited WORKFORCE WV's, including the Workers Compensation Division's, financial statements for the last six years. In addition, Suttle & Stalnaker, PLLC has a long history of serving the State of West Virginia and WORKFORCE WV, having served virtually every major division and department in some capacity, including participating as a joint venturer/subcontractor in every Single Audit of the State of West Virginia. As part of the Single Audit, Suttle & Stalnaker, PLLC personnel have audited the major programs of WORKFORCE WV, including Unemployment Insurance, JTPA, WIA, and Employment Services. Suttle & Stalnaker, PLLC has performed the financial audit for WORKFORCE WV and WORKFORCE WV's component unit, the West Virginia Workers' Compensation Division for the last six years.

Other engagements with the State of West Virginia have included auditing component units, divisions or programs to be incorporated into the State of West Virginia's Comprehensive Annual Financial Reports. These engagements include the West Virginia Department of Transportation, West Virginia Division of Highways, West Virginia Public Employees Insurance Agency, West Virginia Lottery and the West Virginia Water Pollution Control Revolving Loan Fund. These engagements demonstrate our ability to meet the time parameters required by the Department of Administration's Financial and Reporting Section, as well as our ability to effectively and efficiently complete audits in the complex State environment.

## **GFOA CERTIFICATE OF EXCELLENCE EXPERIENCE**

Only a few entities in West Virginia have applied for and obtained a GFOA Certificate of Excellence in Financial Reporting. Our current clients, the West Virginia Division of Highways and the West Virginia Public Employee's Insurance Agency and our former client, WORKFORCE West Virginia obtained the GFOA Certificate of Excellence. In addition, the State of West Virginia, our client through joint ventures with Ernst & Young, LLP and Deloitte & Touche, LLP, obtained the GFOA Certificate of Excellence. As stated in the Suttle & Stalnaker, PLLC mission statement, we are continually striving to "provide world class professional services to quality clients by utilizing a team of dynamic individuals and advanced technology to achieve success for our clients and ourselves." If WORKFORCE WV wishes to pursue a GFOA Certificate of Excellence in Financial Reporting, we will be pleased to assist.

## **PKF NORTH AMERICAN NETWORK**

Suttle & Stalnaker, PLLC is a member of PKF North American Network, (PKF). PKF is a national and international association of independent certified public accounting firms, which provides its members with continuing professional education, quality control, technical support and marketing services.

Membership in PKF allows us to significantly broaden our Firm's representation and provides the technical support that is so critical in our ever-changing and expanding profession. With over 200 member firms throughout the United States, Canada, Mexico, Puerto Rico, the United Kingdom, Europe and the Far East, PKF offers a network of experience and expertise covering a wide range of industries and client services on a regional, national and international basis.

PKF North American Network (PKF) is an association of CPA firms dedicated to high standards of practice, and admission is by invitation only. Member firms must comply with a number of rigorous membership requirements, including a periodic "peer review" in which other CPAs inspect a sample of the Firm's working papers and evaluate its quality controls. The Association provides a national and international network from which the firms can draw upon for additional experience, consultation and personnel. PKF strengthens the practices of its member firms in a variety of ways:

- increased representation throughout the world
- access to specialized knowledge and expertise throughout the PKF North American Network of firms
- superior professional education
- marketing and practice development support
- a library of high-quality technical materials
- a network of international public accounting firms, through affiliation with PKF International, to meet their international needs

**PKF North American Network and PKF International as of October 24, 2007**

	<u>PKF North American Network</u>	<u>PKF International</u>	<u>Combined</u>
Number of member Firms	88	177	265
Combined Net Fees of member Firms (in millions, U.S.)	\$656	\$1,139	\$1,795
Total Partners-Member Firms	802	1,501	2,303
Total Staff-Member Firms	4,919	12,305	17,224
Countries in which member Firms reside	3	117	120

**PKF North American Network Membership as of October 24, 2007**

Number of Firms with One Office:	47
Number of Firms with Multiple Offices:	41
Largest Firm Revenue:	\$31,066,000
Smallest Firm Revenue:	\$653,900
Average Firm Revenue:	\$7,451,000
Locations:	159
Number of States:	38
Number of Canadian Provinces:	6
Number of Mexican Provinces:	27

PKF North American Network is an association of independently owned accounting and consulting firms with offices throughout the world. Organized around regional networks, the purpose of the association is to improve the profitability of its member firms while helping them maintain local ownership.

**OUR GOVERNMENT AND NONPROFIT PRACTICE**

Suttle & Stalnaker, PLLC has specialized in governmental and nonprofit agency auditing and accounting for over 30 years. This segment currently makes up the largest industry concentration of our audit practice, with our professional staff spending well over 12,000 hours per year on audits of governmental and nonprofit entities and programs. Every member of our audit staff has both training and experience in governmental and nonprofit accounting and auditing.



The State of West Virginia and its departments, divisions, and component units are the cornerstone of our government practice. Through a joint venture, we participate in the audit of the State of West Virginia's financial statements, and perform extensive work related to the requirements of the Single Audit Act and Office of Management and Budget's Circular A-133. As part of the joint venture, we were also heavily involved in special work for the former Board of Investments with regard to the consolidated investment fund. In addition, Suttle & Stalnaker, PLLC personnel provided assistance with the State's GAAP conversion project and initial Comprehensive Annual Financial Report. Our Firm has served numerous other governmentally and nonprofit funded clients and similar entities requiring audits in accordance with *Government Auditing Standards*, developing a strong reputation for providing quality services in the West Virginia market. This preeminence in governmental and nonprofit services is not the result of casual experience acquired through an on-going accounting practice. Rather, it results from the commitment of our Firm to the highest standards of service in the governmental and nonprofit sector.

### EXTERNAL REVIEWS OF FIRM WORK

Our Firm's most recent peer review of our system of quality control performed by an independent CPA Firm in accordance with standards established by the American Institute of Certified Public Accountants was completed in 2005, and **we received an unqualified opinion with no letter of comments**. In accordance with peer review standards, the peer review included a review of selected specific governmental engagements. A copy of that report is included in this proposal.

### LITIGATION

The Firm has never had any litigation against it, and there is no pending litigation involving the Firm with any state regulatory bodies or professional organizations.

### ACCOUNTING AND AUDITING

We have a strong reputation as auditors and business consultants to small and middle market companies, assisting in the analysis of business opportunities and threats, operations improvement, profit management, and design and installation of computer accounting and statistical systems. We are especially well known and respected for our experience and expertise in governmental and nonprofit entities, programs and activities, including Federal financial assistance programs, and cost allocation plans.

Our professionals are skilled in the unique financial reporting, accounting and auditing, and tax concerns of our clients as well as assisting them in such specialized projects as business financing, and operational analysis and improvement.

## **SPECIFIC CLIENTS SERVED**

The following list illustrates Suttle & Stalnaker, PLLC's experience and diversity in serving governmental clients and similar entities:

- West Virginia Bureau of Employment Programs
- West Virginia Workers' Compensation Division
- Single Audit of State of West Virginia, including the following:
  - Bureau of Employment Programs
    - Unemployment Insurance Programs
    - Employment Services
    - JTPA Programs
    - WIA Programs
  - West Virginia Development Office
    - Community Development Block Grant Program
  - Department of Health and Human Resources
    - Temporary Assistance for Needy Families
    - Social Services Block Grant
    - Low Income Housing and Emergency Assistance
    - Women's, Infant's and Children's
    - Foster Care - Title IV
    - Child Care Development Fund
    - Substance Abuse
    - Child Support Enforcement
    - Medicaid
    - Food Stamp Cluster
  - Department of Education
    - Child Nutrition Cluster
    - Office of Special Education
    - Vocational Education
    - Title I - Grants to Local Education Agencies
  - Division of Environmental Protection
    - Office of Abandoned Mine Lands
    - Office of Surface Mining
    - Capitalization Grants for State Revolving Loan Funds
- West Virginia Department of Transportation
- West Virginia Division of Highways
- West Virginia Lottery - Drawing Auditors
- Twelve County Boards of Education - Single Audit

PRIOR ENGAGEMENTS WITH THE STATE OF WEST VIRGINIA

Engagement	Scope of Work	Date	Engagement Member	Avg. Annual Hours	Client Contact	Telephone Number
Single Audit of the State of WV Building 1, Room E-119 1900 Kanawha Blvd., E. Charleston, WV 25305-0120	Participation in financial and compliance auditing for several departments, including numerous federal award programs	1986 thru present	Chris Deweese / Horace Emery	2,800	Ross Taylor/ Chris Sforza	558-1321
WV Department of Transportation Building 5, Room A-109 1900 Kanawha Blvd., E. Charleston, WV 25305-0440	Annual Financial Statement Audit including assistance with CAFR and FARS forms, including numerous federal award programs	2001 thru present	Horace Emery / Chris Deweese	3,000	Fred Thomas	558-2841
WV Division of Highways Building 5, Room 109 1900 Kanawha Blvd., E. Charleston, WV 25305-0403	Annual Financial Statement Audit including assistance with CAFR and FARS forms, including numerous federal award programs	2001 thru present	Horace Emery / Chris Deweese	800	Aaron Allred Legislative Post Audit Division Building 1, Room E-132 1900 Kanawha Blvd., E. Charleston, WV 25305-0160	347-4800
WV Bureau of Employment Programs Building 4, Room 610 112 California Avenue Charleston, WV 25305-0112	Annual Financial Statement Audit	2000 thru present	Chris Deweese / Horace Emery	450	Ron Radcliff	558-2633
WV Workers' Compensation Division 4700 MacCorkle Avenue SE Charleston, WV 25304-1964	Annual Financial Statement Audit	2000 thru present	Horace Emery	1,250	Melinda Ashworth Kiss	926-5047

PERSONNEL QUALIFICATIONS AND EXPERIENCE

## Section II - PERSONNEL QUALIFICATIONS AND EXPERIENCE

We firmly believe that the true quality of service can be linked directly to competent people dedicated to excellence. The professionals selected to serve WORKFORCE WV all have extensive governmental experience and prior Bureau experience. We will provide for an organizational structure that ensures ongoing and knowledgeable supervision by management already familiar with WORKFORCE WV to ensure maximum efficiency.

The following individuals will have responsibility to ensure that our services meet your requirements. Resumes and continuing professional education records are included on the following pages.

### Horace Emery, CPA

Horace Emery, Member, brings extensive governmental experience to this engagement with over 25 years of service to the government and governmentally funded entities. We are certain that this experience will be of great benefit to WORKFORCE WV in achieving the goals and benefits of this engagement. Horace will ensure that the services and deliverables to WORKFORCE WV meet the Firms high standards. Following is the specific information requested:

Name: Horace Emery, CPA  
 Address: Suttle & Stalnaker, PLLC  
 The Virginia Center, Suite 100  
 1411 Virginia Street East  
 Charleston, West Virginia 25301  
 Telephone: (304) 720-3103  
 Fax: (304) 343-8008  
 email: hemery@suttlecpas.com

### Chris Deweese, CPA

Chris Deweese will continue to serve as Engagement Member. He will be responsible for the direct supervision of the engagement, including ensuring that all professional standards are met. He will act as a direct liaison between Suttle & Stalnaker, PLLC and your personnel during the engagement and throughout the year. He has served as Suttle & Stalnaker, PLLC member responsible for ensuring the execution of the financial audit of WORKFORCE WV and of Suttle & Stalnaker's portions of the State of West Virginia's Single Audit, including West Virginia Bureau of Employment Programs, participating in planning, entrance and exit conferences, addressing issues, and review of workpapers and findings. He has also served as engagement member for the audit of the West Virginia Department of Transportation. He has over 11 years experience in governmental entities and programs. Chris served on the State of West Virginia GASB 34 implementation task force in both the fund financial statement committee and the infrastructure committee.

Kelly Shafer

Kelly Shafer, Senior Accountant, will be on site during the course of the audit of WORKFORCE WV, executing the audit plan. She has also had experience with auditing the major federal awards programs for WORKFORCE WV of Employment Programs and has worked on the financial audit of WORKFORCE WV over the last two years.

Kevin Jones, MCSE

Kevin Jones, Computer Specialist, has over nine years experience in computer consulting, including assisting with various EDP related procedures. He will be available to assist in the EDP internal control review or to assist with computer assisted audit procedures.

**ADDITIONAL STAFF**

Additional staff will be assigned as necessary. Any professional staff will have at least a college degree from an accredited four-year college and be a true employee with at least one year's auditing experience. Suttle & Stalnaker, PLLC continually strives to hire the best personnel available to serve our clients. As outlined in the Quality Control Section of this proposal, we are committed to this effort in order to provide our clients with the high quality service they deserve.

**ABILITY TO MAINTAIN QUALITY OF STAFF**

In preparing and planning for the future success of Suttle & Stalnaker, PLLC and in an effort to provide our clients with the highest quality professional services, Suttle & Stalnaker, PLLC has implemented the EXCEL® program. The EXCEL® program allows each individual the flexibility to establish personal work commitments, continuing education goals, and career goals while ensuring that our commitments to our clients are met. This flexibility in today's work environment has been an instant success in helping to attract dynamic career oriented personnel dedicated to achieving success for our clients. The direct results of this program for Suttle & Stalnaker, PLLC have been a significantly lower turnover than other firms in public accounting. This results in an increased ability to assign a core group of the same individuals to recurring engagements, thus improving client service, and audit effectiveness. However, over the course of the engagement, there may well be a need to change staff assigned to the engagement. We believe our hiring, promotion, and personnel assignment policies and practices will ensure the quality of staff assigned to the engagement. If any supervisory staff or specialists need to be changed during the engagement, we will provide the Deputy Commissioner of Administration for WORKFORCE WV a resume similar to the ones included in this proposal, to ensure that WORKFORCE WV agrees that the new person is suitable for the engagement based on their qualifications, experience and performance.

RESUMES

## **HORACE W. EMERY, CPA**

### **Member**

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#### Firm Responsibilities

Horace Emery is an audit partner whose responsibilities include providing technical assistance on all accounting and audit engagements, serving on the firm administration committee, and managing the Firm's continuing professional education program.

#### Experience

He has had over 28 years of diversified experience in public accounting with the firms of Suttle & Stalnaker, PLLC and Peat, Marwick, Main & Co. His extensive experience includes audits of nonprofit, governmental and healthcare entities as well as audits of retail wholesale, and manufacturing companies; reviews of accounting systems; and reviews of internal controls.

He has served as the engagement partner or independent partner during the past several years for numerous clients, including the following:

- West Virginia Bureau of Employment Programs
- West Virginia Workers' Compensation Division
- West Virginia PEIA - Financial and Compliance Audit
- West Virginia PEIA - Plan Document Compliance Review
- West Virginia Division of Highways
- West Virginia Department of Transportation
- West Virginia Lottery
- Minnesota Lottery
- West Virginia Water Pollution Control Revolving Fund - Enterprise Fund
- State of West Virginia - Single Audit
- Appalachian Community Health Center, Inc.
- Kanawha Hospice
- West Virginia Department of Education - Agreed-upon Procedures
- State of West Virginia - Internal control project for the State Treasurer's Office
- Boone County Board of Education - Single Audit
- Putnam County Board of Education - Single Audit
- Kanawha County Board of Education - Single Audit
- Pendleton County Board of Education - Single Audit
- Tyler County Board of Education - Single Audit
- Gilmer County Board of Education - Single Audit
- Doddridge County Board of Education - Single Audit
- Roane County Board of Education - Single Audit
- BCKP Regional Intergovernmental Council



**HORACE W. EMERY (Continued)**

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Education

Horace graduated from West Virginia University with a master's of business administration degree with an emphasis in accounting, and from Oberlin College with a Bachelor of Arts degree. He is a certified public accountant having received certificate number 1144 from the State of West Virginia.

Professional Activities

He is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, and the Government Finance Officers Association. He currently serves on the Peer Review Committee of the West Virginia Society of Certified Public Accountants, and is a past Chair of the West Virginia Society of Certified Public Accountants Peer Review Committee and the Committee on Cooperation with State and Local Governments. He also was a past president of the Charleston, West Virginia Chapter of the EDP Auditors Association. He has planned local office professional development training programs for several years and has instructed several technical seminars. Horace also served on the State of West Virginia GASB 34 implementation task force on both the entity wide financial statement committee and the oversight committee.

**CHRIS DEWEESE, CPA****Member**

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Firm Responsibilities

Chris is a member, and is responsible for helping develop and carryout the engagement plans for specific clients. These responsibilities include, but are not limited to, the development of the audit plan and audit program, communication with client during the course of the fieldwork, direct supervision of the audit staff and completion of the final audit report.

Experience

Chris has over 11 years of experience in public accounting during which time he has specialized in serving governmental entities. He has served as an auditor for the following clients:

- West Virginia Bureau of Employment Programs
- Bluefield State College
- Concord University
- Southern West Virginia Community & Technical College
- West Virginia School of Osteopathic Medicine
- BCKP, Regional Intergovernmental Council
- West Virginia Department of Transportation
- West Virginia Division of Highways
- West Virginia Public Employees' Insurance Agency
- Sixteen Public Defender Corporation, Authority
- State of West Virginia, Single Audit, including the following:
  - West Virginia Bureau of Employment Programs
  - West Virginia Department of Education
  - West Virginia Department of Environmental Protection
  - West Virginia Department of Health and Human Resources
  - West Virginia Development Office
  - West Virginia Division of Rehabilitative Services
  - West Virginia University
  - Marshall University
- West Virginia Department of Health and Human Resources, Office of Audits, Research, and Analysis - Agreed Upon Procedures
- Thirteen County Boards of Education - Single Audits

**CHRIS DEWEESE, (Continued)**

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Education

Chris graduated with a Bachelor's degree with a major in accounting from the University of Charleston. He is a certified public accountant having received certificate number 3961 from the State of West Virginia.

Professional Activities

Chris is a member of the American Institute of Certified Public Accountants, West Virginia Society of Certified Public Accountants, the Government Finance Officers Association, the Association of School Business Officials, and the Charleston Chapter of the West Virginia Society of Certified Public Accountants. He currently serves on the Government Interest Committee of the West Virginia Society of Certified Public Accountants and is the President of the Board of Directors of the Charleston Chapter of the West Virginia Society of Certified Public Accountants. In addition, he currently serves on the Accounting Procedures Committee of the Association of School Business Officials, the Special Review Committee of the Government Finance Officers Association for the GFOA Certificate of Excellence in Financial Reporting and is an associate member of the Association of Certified Fraud Examiners. Chris was the 2004 recipient of the Young CPA of the Year Award from the West Virginia Society of Certified Public Accountants.

## KELLY SHAFER

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### Firm Responsibilities

Kelly Shafer is a senior accountant who works primarily in the audit and accounting areas of Suttle & Stalnaker, PLLC. Her responsibilities include, but are not limited to, carrying out audit plans, communication with clients during the course of the fieldwork, completion of final audit reports.

### Experience

Kelly has approximately four years of experience during which time she has worked on several audit engagements that are similar to the client being proposed on:

- West Virginia Bureau of Employment Programs
- State of West Virginia, Single Audit, including the following departments:
  - West Virginia Bureau of Employment Programs
  - Workforce Investment Act
  - West Virginia Department of Health and Human Resources
- Boone County Board of Education - Single Audit
- Roane County Board of Education - Single Audit
- Gilmer County Board of Education - Single Audit
- Tyler County Board of Education - Single Audit
- Southern West Virginia Community & Technical College
- Bluefield State College
- Concord University
- West Virginia School of Osteopathic Medicine

### Education

Kelly graduated from West Virginia University with a bachelor of science degree in accounting and a masters of professional accountancy. She is eligible to sit for the certified public accountants exam.

### Professional Activities

Kelly is a member of the West Virginia Society of Certified Public Accountants and the Charleston Chapter of the West Virginia Society of Certified Public Accountants.

## KEVIN JONES, MCSE

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### Firm Responsibilities

Kevin Jones is Network Administrator for Suttle & Stalnaker, PLLC. His responsibilities include supervising and maintaining the firm wide computer network, all systems upgrades, all systems changes and the supervision of all hardware and software needs, problems and enhancements. Kevin also assists in audit engagements relating to computer system assessments. He also provides network administration services to several clients of Suttle & Stalnaker, PLLC and NetTek, Inc.

### Experience

Kevin has been with Suttle & Stalnaker, PLLC for over 14 years and previously worked for a computer consulting company. He has extensive experience in various computer installations. Kevin has previously provided services to West Virginia Lottery relative to tests of computer data for the Travel/Keno games, and the West Virginia Public Employee Insurance Agency, assisting with the execution of computer assisted audit techniques.

### Education

Kevin graduated from Tennessee Temple University with a bachelor of science degree in computer information systems. In May 1999, Kevin received certification as a Microsoft Certified System Engineer.

SPECIFIC WORKPLAN

## SERVICES TO BE PROVIDED

We understand that WORKFORCE West Virginia requires an audit of its financial statements including supplemental schedules required by the West Virginia Department of Administration, Financial and Reporting Section (FARS) and the Government Accounting Standards Board (GASB).

We believe that planning is the single most important ingredient in the conduct of a quality audit. Suttle & Stalnaker, PLLC will be prepared to begin the planning of the engagement within two weeks after receiving the signed contract and accordingly, we will schedule the work at a mutually agreeable time. Following is an outline of our audit plan for WORKFORCE West Virginia as a guideline for your understanding our process. This plan is flexible innovative and at the leading edge of technology and will be altered as necessary, ensuring that your needs are met.

- Planning and terms of engagement
- Knowledge of entity and risk assessment
- Identification of transaction types, sources of audit evidence and potential errors
- Systems descriptions and documentation
- Evaluation of internal controls
- Development of overall audit plan
- Coordination of client assistance
- Design internal control, compliance, and substantive procedures
- Perform testing of accounting and administrative internal controls
- Perform tests of transactions
- Design substantive procedures for year-end balances
- Perform substantive testing of year-end balances
- Trial balance and adjustments
- Report preparation
- Meetings with management to review results of audit

We understand that WORKFORCE West Virginia requires an audit for the fiscal year ended June 30, 2008, of its financial statements prepared on the *accrual basis of accounting*. We will audit the balance sheet of WORKFORCE West Virginia as of June 30, 2008 and the related statements of revenues, expenses, and changes in fund net assets, and cash flows for the year then ended.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error, fraudulent financial reporting, or misappropriation of assets. Accordingly, a material misstatement, whether caused by error, fraudulent financial reporting, or misappropriation of assets, may remain undetected. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. As a result, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit will provide a reasonable basis for our report.

WORKFORCE West Virginia's financial report will include the following:

Government-wide Financial Statements

Statement of Net Assets (Deficit)  
Statement of Activities

Fund Financial Statements

Balance Sheet- Governmental Funds (Includes Reconciliation to the Statement of Net Assets (Deficiency))  
Statement of Revenues, Expenditures and Changes in Fund Balance (Deficiency) - Governmental Funds (Includes Reconciliation to the Statement of Activities)  
Balance Sheet - Proprietary Funds  
Statement of Revenues, Expenses, and Changes in Fund Net Assets - Proprietary Funds  
Statement of Cash Flows - Proprietary Funds

Notes to the Financial Statements

In addition to our report on WORKFORCE West Virginia's financial statements, we will also issue the following reports or types of reports:

Report on internal control related to the financial statements. This report will describe the scope of testing of internal control and the result of our tests of internal control.

Report on compliance with laws, regulations, and the provision of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements.

Our report on internal control will include any reportable conditions and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards identified above. Our report on compliance will address material errors, fraud; violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed by contracts; and any state or federal grant, entitlement of loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.



If circumstances arise relating to the conditions of your records, the availability of sufficient, competent evidential matter, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets, or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

As you know, management is responsible for 1) the preparation of WORKFORCE WV's financial statements, 2) establishing and maintaining effective internal control over financial reporting and safeguarding assets, and for informing us of all significant deficiencies in the design or operation of such controls of which it has knowledge, 3) properly recording transactions in the records, 4) identifying and ensuring that Authority complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations, 5) the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control and others where the fraud could have a material effect on the financial statements, 6) informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, regulators, or others, 7) making all financial records and related information available to us, 8) for adjusting the financial statements to correct material misstatements, and 9) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan. At the conclusion of our audit, we will request certain written representations from management about the financial statements and matters related thereto. We will also require that you affirm to us that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

WORKFORCE West Virginia is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity. We will also determine that certain matters related to the conduct of the audit are communicated to WORKFORCE West Virginia including 1) fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, 2) illegal acts that come to our attention (unless they are clearly inconsequential), 3) disagreements with management and other serious difficulties encountered in performing the audit, and 4) various matters related to the entity's accounting policies and financial statements.

The working papers for this engagement are the property of Suttle & Stalnaker, PLLC. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit working papers upon their request; and that we shall maintain the working papers for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested workpapers will be provided under the supervision of Suttle & Stalnaker, PLLC audit personnel and at a location designated by our Firm.

The two overarching principles of the independence standards of the *Government Auditing Standards* issued by the Comptroller General of the United States provide that management is responsible for the substantive outcomes of the works, and therefore, has a responsibility and is able to make any informed judgment on the results of the services described above. Accordingly, Authority agrees to the following:

WORKFORCE West Virginia will be accountable and responsible for overseeing the financial statement preparation and will approve all proposed adjustments.

WORKFORCE West Virginia will establish and monitor the performance of the preparation of financial statements and approval of the adjustments to ensure that they meet management's objectives.

WORKFORCE West Virginia will make any decisions that involve management functions related to the preparation of the financial statements and approval of the adjustments and accepts full responsibility for such decisions.

WORKFORCE West Virginia will evaluate the adequacy of services performed and any findings that result.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by organization personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with management. Specific information related to timelines, adjusting journal entries, draft financial statements and the timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Professional standards and our Firm policies require that we perform certain additional procedures whenever our reports are included, or we are named as accountants, auditors, or "experts" in a document used in a public offering of debt securities. Our report on the financial statements is not to be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if you intend to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, you agree to provide us with printer's proofs or master for our review and consent before reproduction and/or release occurs. You also agree to provide us with a copy of the final reproduced material for our consent before it is distributed or released. Our fees for any additional services that may be required under our quality assurance system as a result of the above will be established with you at the time such services are determined to be necessary.

Our acceptance of this engagement is subject to our satisfactorily completing communication with and review of the working papers of your previous auditors (accountants). We will notify you promptly if we become aware of anything during that communication or review which results in our not being able to continue this engagement.

This proposal constitutes the complete and exclusive statement of agreement between Suttle & Stalnaker, PLLC and WORKFORCE West Virginia, superseding all proposals oral or written and all other communication, with respect to the terms of the engagement between the parties.

In addition, we will respond to reasonable inquiries by WORKFORCE West Virginia or its successor auditors and allow its successor auditors to review working papers relating to the matters of continuing account significance.

### **Reporting**

Following the completion of the audit of the fiscal year's financial statements, we will issue our report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. In addition, we will provide an "in-relation-to" report on the supplemental schedules to be submitted to the West Virginia Department of Administration, Financial and Reporting Section based on the auditing procedures applied during the audit of the general purpose financial statements.

We will also communicate in a letter to management any reportable conditions found during the audit. Reportable conditions involve matters coming to our attention that involve significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

We will also report at a minimum, to WORKFORCE West Virginia Finance/Audit Committee the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments, accounting estimates and projections
4. Significant audit adjustments and significant revisions of past and current estimates and projections
5. Other information in documents containing audited financial statements and/or estimates and projections
6. Disagreements with management
7. Consultation with other accountants and actuaries
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

We will be available to meet in person with WORKFORCE West Virginia Finance/Audit Committee to present and discuss the results of our audit.

## **Other Considerations**

We understand that WORKFORCE West Virginia will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. We will provide necessary assistance to WORKFORCE West Virginia to meet the requirements of that program.

We understand that the financial statements of WORKFORCE West Virginia are to be included as a component unit of the financial statements of the State of West Virginia. We will also help prepare the reconciliation forms required by the West Virginia Department of Administration, Financial and Reporting Section.

## **Audit Workpapers**

The workpapers for this engagement are the property of Suttle & Stalnaker, PLLC and constitute confidential information. However, we may be requested to make certain workpapers available to other agencies pursuant to authority given to them by law or regulation. If requested, access to such workpapers will be provided under the supervision of Suttle & Stalnaker, PLLC personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to such agencies, which may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

All working papers and reports will be retained, for a minimum of five (5) years, unless the firm is notified in writing by WORKFORCE WV or the Division of the need to extend the retention period. We will make working papers available, upon reasonable request, under the supervision of Suttle & Stalnaker, PLLC personnel to the following parties or their designees:

Deputy Executive Director of Administration  
WORKFORCE West Virginia

Assistant Director of FAM Accounting Services  
WORKFORCE West Virginia

Director  
Financial Accounting and Reporting Section  
Department of Administration  
State of West Virginia

## WORKPLAN

The dates in the following schedule are required delivery deadlines:

<b>Deliverables/Event</b>	<b>Time Period</b>
Entrance Conference (Planning Event)	Before June 24, 2008
Detailed audit plan	July 17, 2008
Field work to begin	On or soon after July 17, 2008
Draft of WORKFORCE WV reports and financial statements for review	September 2, 2008
Revised draft with all requested changes and modifications of WORKFORCE WV reports and financial statements for review	September 9, 2008
Draft submitted to the Financial Accounting and Reporting Section (FARS) of the Department of Administration with copies to the Deputy Commissioner of Administration of WORKFORCE WV	September 15, 2008
Unsigned final draft with all modifications to WORKFORCE WV management for final review	October 9, 2008
Final signed report for WORKFORCE WV submitted to WORKFORCE WV and to the Financial Accounting and Reporting Section of the Department of Administration	October 16, 2008

COST



## COST QUOTE FOR AUDIT SERVICES


May 15, 2008

WORKFORCE WV  
FAM Administration - 5301  
Room 618  
112 California Avenue  
Charleston, West Virginia 25305-0112

Req#: BEP08064  
Opening Date: 5/15/2008  
Opening Time: 1:30 p.m.

Name of Firm - Suttle & Stalnaker, PLLC

I, Chris Deweese, certify that I am entitled to represent Suttle & Stalnaker, PLLC, empowered to submit this bid and authorized to sign a contract with WORKFORCE WV.

  
Chris Deweese, Member

5/15/08  
Date

## ATTACHMENT A

## COST QUOTE FOR AUDIT SERVICES

<u>Classification</u>	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total Cost</u>
Partners/Members	54	\$250	\$ 13,500
Managers	24	185	4,440
Supervisors	60	125	7,500
Seniors	125	110	13,750
Staff	125	95	11,875
EDP Specialist	12	200	2,400
Other Support/Clerical	10	75	<u>750</u>
Total			<u>\$ 54,215</u>

## COST QUOTE FOR ADDITIONAL ACCOUNTING AND AUDITING CONSULTING SERVICES

<u>Classification</u>	<u>Hourly Rate</u>
Partner/Member	\$250
Manager	185
Supervisor	125
Senior	110
Staff	95
Other Support/Clerical	75
Other - EDP	200

All hourly rates include all travel and out-of-pocket expenses.



These fees do not include services that fall outside the scope of the audit. For example, accounting assistance from us in resolving unreconciled differences in accounting records or supporting account balances would fall outside the scope of our audit, as would implementation of significant new technical standards.

Additionally, our fees are based on the current state of operation. Should significant changes occur (i.e., significant expansion in existing operations), we will need to reevaluate our scope and audit approach. In the event these types of situations arise, it is our practice to discuss these types of issues with management before we would proceed so as to obtain management's authorization and to develop the best approach to solve the problem.

We understand that no changes in scope to the project will be implemented by us until such time as an approved change order is received. Formal contract amendments and change orders will be negotiated with WORKFORCE WV, whenever necessary, to address changes to the terms and conditions, cost of, or scope of work included under the contract. An approved contract amendment means one approved by WORKFORCE WV, the Department of Administration, and all other applicable State agencies prior to the effective date of such amendment. An approved contract amendment is required whenever the change affects the payment provision and the scope of the work. Such changes may be necessitated by new and amended federal and state regulations and requirements. No changes in scope are to be conducted except at the approval of WORKFORCE WV.

We will submit invoices to WORKFORCE WV for all services provided pursuant to the terms of the contract. Progress payments will be made on a monthly basis based upon the percentage of work completed. We will work with WORKFORCE WV management to develop a mutually agreeable proposed billing work plan.

REQUEST FOR QUOTATION



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER:  
**BEP08064**

PAGE:  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**FRANK WHITTAKER  
 304-558-2316**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

BUREAU OF EMPLOYMENT PROGRAMS  
 OFFICE OF ADMIN. SUPPORT-5302

112 CALIFORNIA AVENUE  
 CHARLESTON, WV  
 25305-0112 558-2634

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/10/2008				

BID OPENING DATE: **04/24/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOF	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		946-20		
<p><b>AUDITING SERVICES</b></p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, WORKFORCE WEST VIRGINIA, IS SOLICITING BIDS FROM QUALIFIED AND RESPONSIBLE VENDORS TO TO AWARD A CONTRACT FOR THE ANNUAL REVIEW OF THE AGENCY'S FINANCIAL RECORDS, PER THE FOLLOWING SPECIFICATIONS, SCOPE OF WORK, AND TERMS &amp; CONDITIONS.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 ..... <input checked="" type="checkbox"/></p> <p>NO. 2 ..... <input checked="" type="checkbox"/></p> <p>NO. 3 ..... <input checked="" type="checkbox"/></p> <p>NO. 4 .....</p> <p>NO. 5 .....</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE <b>304.343.4126</b>	DATE <b>5/15/08</b>
TITLE <b>Member</b>	FEIN <b>55-0538163</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**BEP08064**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER  
 304-558-2316**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**BUREAU OF EMPLOYMENT PROGRAMS  
 OFFICE OF ADMIN. SUPPORT-5302**

**112 CALIFORNIA AVENUE  
 CHARLESTON, WV  
 25305-0112 558-2634**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
04/10/2008				
BID OPENING DATE: 04/24/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: right;"> <i>Suttle &amp; Stalnaker, PLLC</i>            .....            SIGNATURE  <i>Suttle &amp; Stalnaker, PLLC</i>            .....            COMPANY            ..... 5/15/2008 .....            DATE         </p> <p>REV. 11/96</p> <p style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>( ) BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**BEP08064**

PAGE  
**3**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**FRANK WHITTAKER  
 304-558-2316**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIPPING

SHIP TO

**BUREAU OF EMPLOYMENT PROGRAMS  
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 25305-0112 558-2634**

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BID OPENING DATE: <b>04/24/2008</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>(<input checked="" type="checkbox"/>) BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>( ) BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>(<input checked="" type="checkbox"/>) BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>( ) BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM</p>						

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PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
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 304-558-2316**

RFQ COPY  
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S U B S I D I A R Y

S H I P T O

**BUREAU OF EMPLOYMENT PROGRAMS  
 OFFICE OF ADMIN. SUPPORT-5302**

**112 CALIFORNIA AVENUE  
 CHARLESTON, WV  
 25305-0112 558-2634**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
<b>04/10/2008</b>				

BID OPENING DATE: **04/24/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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TITLE	FEN	ADDRESS CHANGES TO BE NOTED ABOVE
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**5**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
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RFQ COPY  
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VENDOR

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/10/2008				

BID OPENING DATE: **04/24/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER: <u>Suttle &amp; Stalnaker, PLLC</u></p> <p>DATE: <u>5/15/2008</u></p> <p>SIGNED: <u>[Signature]</u></p> <p>TITLE: <u>member</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

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PAGE  
**6**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
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**304-558-2316**

VENDOR

RFQ COPY  
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BUYER

BUREAU OF EMPLOYMENT PROGRAMS  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				44		
RFQ. NO.:				BEP08064		
BID OPENING DATE:				04/24/2008		
BID OPENING TIME:				1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
----- 304.343.8008 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
----- Chris Deweese -----						
***** THIS IS THE END OF RFQ BEP08064 ***** TOTAL: _____						

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## PROCUREMENT SPECIFICATIONS FOR RFQ BEP08-064 for Auditing Services

### **General Requirements:**

The qualified firm of certified public accountants will audit the financial statements for WORKFORCE West Virginia for the fiscal year ending June 30, 2008, with the option to audit the financial statements for each of the two (2) subsequent fiscal years. The audit for fiscal year 2008 and forward must also be audited in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

### **Scope of Work:**

*Scope:* The auditing firm shall issue an opinion on the fair presentation, in conformity with Generally Accepted Accounting Principles, of its general purpose financial statements that will include all WORKFORCE West Virginia Programs (the audit for fiscal year 2008 and forward must be audited in accordance with Government Auditing Standards, issued by the Comptroller General of the United States). This work is to include providing technical assistance to WORKFORCE West Virginia's financial personnel for the continuation of GASB 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments" and the continuation of SAS 99 which revises guidance on the consideration of fraud in financial statement audits.

WORKFORCE West Virginia desires the auditing firm to express an opinion on the fair presentation of its financial statements and schedules in conformity with Generally Accepted Accounting Principles.

The auditing firm is required to audit the additional financial information schedules required by the Financial Accounting and Reporting Section (FARS) of the West Virginia Department of Administration.

The auditing firm shall also be responsible for performing certain limited procedures involving required supplementary information required by Governmental Accounting Standards Board as mandated by Generally Accepted Auditing Standards.

All work under the proposed contract will be under the direction of the Executive Director of WORKFORCE West Virginia or his designee. Written reports must be submitted initially in draft form in order that any necessary changes may be discussed and agreed upon before final acceptance. Any public statements, which may be required, must be discussed with the Executive Director or designee prior to the statements being made or released.

*Standards:* To meet the requirements of this request, the audits shall be performed in accordance with generally accepted auditing standards. The audit for fiscal year 2008 and forward must also be audited in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

**Required Reports:** Following the completion of each audit of the fiscal year's financial statements, the auditing firm shall issue reports on the fair presentation of the financial statements in conformity with Generally Accepted Accounting Principles and in accordance with Government Auditing Standards. The firm shall be required to give to the Director of the Financial Accounting and Reporting Section (FARS) of the Department of Administration, 2101 Washington Street East, Building 17, 3<sup>rd</sup> floor, Charleston, WV 25305, under the authority of Section 5A-2-23 of the State Code, an immediate, written report of all irregularities and illegal acts of which the firm becomes aware. Additionally, a copy of all such reports will be given to the Executive Director of WORKFORCE West Virginia and to the Director of FAM. The firm must inform the Executive Director of WORKFORCE West Virginia and the Director of FAM in writing of each of the following:

1. The auditing firm's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments, accounting estimates and projections.
4. Significant audit adjustments and significant revisions of past and current estimates and projections.
5. Other information in documents containing audited financial statements and/or estimates and projections.
6. Disagreements with management.
7. Consultation with other accountants and actuaries
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

Any issues that arise during the course of the audit that could cause delays in the issuance of the report or have an adverse impact on the audit opinion must be immediately communicated to the Executive Director of WORKFORCE West Virginia and the Director of FAM. A written summary of the issue must also be provided within 24 hours.

**Management Communication:** WORKFORCE West Virginia's financial statements are to be included in the financial statements of the State of West Virginia. The auditing firm may be required to provide special assistance to WORKFORCE West Virginia's auditors, the State's auditors, and the Financial Accounting and Reporting Section of the West Virginia Department of Administration.

**Working Paper Retention and Access:** All working papers and reports must be retained, at the auditing firm's expense, for a minimum of five (5) years, unless the firm is notified by WORKFORCE West Virginia of the need to extend the retention period. The firm will be required to make working papers available, upon request, to the Executive Director of WORKFORCE West Virginia and the Director of FAM and the Financial Accounting and Reporting Section of the West Virginia Department of Administration.

In addition, the firm must respond to the reasonable inquiries of federal grantors and successor auditors and allow them to review working papers relating to matters of continuing significance.

**Assistance and Report Preparation:** The accounting staff of WORKFORCE West Virginia, as well as management, will be available during the audit to assist the auditing firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor. In addition, an appropriate number of hours of clerical support will be made available to the auditing firm for preparation of routine confirmation/informational letters and memoranda.

No internal audit support will be available.

WORKFORCE West Virginia will provide the auditing firm with reasonable workspace, desks, and chairs. The auditing firm will also be provided with access to telephone lines, internet access, photocopying facilities, and fax machines. The firm will provide WORKFORCE West Virginia with an estimate of the number of personnel to be assigned to the audit in the detailed audit plan.

Final report preparation, editing, and printing shall be the responsibility of the auditing firm.

The firm must deliver 50 copies of the bound final audit report to the Director of FAM in Room 618, 112 California Avenue, Charleston, WV 25305-0112 by October 16, 2008. Also, an electronic copy of the report must be provided in a PDF or similar format for public review on the agency's website.

The dates in the following schedule are required delivery deadlines:

<b>Delivery Schedule</b>	
Entrance Conference	Before June 24, 2008
Detailed audit plan	July 17, 2008
Field work to begin	On or after July 17, 2008
Draft of WORKFORC West Virginia Reports and financial statements for review	September 2, 2008
Revised draft with all requests changed and modification of WORKFORCE West Virginia reports and financial statements for review	September 9, 2008
Draft submitted to the Financial Accounting and Reporting Section (FARS) of the WV Department of Administration with copies to Executive Director of WORKFORCE West Virginia and Director of FAM	September 15, 2008
Unsigned final draft with all modifications to WORKFORCE West Virginia management for final review	October 9, 2008
Final signed report submitted to WORKFORCE West Virginia and FARS	October 16, 2008

In accordance with West Virginia State Code 5A-3-4(8), failure to deliver the required reports by the dates specified above will result in liquidated damages at the rate of \$2,500.00 per day for reasons attributable to the firm. In the event of such failure by the firm, this contract may be

terminated immediately at the discretion of WORKFORCE West Virginia. The firm will not be subject to liquidated damages if the reasons for the failure are attributable to WORKFORCE West Virginia.

WORKFORCE West Virginia requires that the accounting firm be available to assist with accounting issues and new reporting requirements as they arise on an as-needed basis. The bid must include a firm fixed fee for the services discussed above as well as an hourly rate scale for accounting and auditing consulting services. The total cost submitted for bid must include all travel and out-of-the-pocket expenses.

### **Mandatory Requirements:**

#### ***Independence:***

Governmental auditing standards required by the governmental accounting office define independence in the second general standard for governmental auditing as follows: "In all matters related to the audit work, the audit organization and the individual auditors, whether government or public, should be free from personal and external impairments to independence, should be organizationally independent, and should maintain an independent attitude and appearance."

The firm must provide an affirmative statement that it is independent of WORKFORCE West Virginia and related systems as defined by general accepted auditing standards and the aforementioned governmental auditing standards as promulgated by United States General Accounting Offices. The firm must also provide an affirmative statement that it is independent of the State of West Virginia and any other component units of that entity as defined by those same standards.

In addition, the firm will provide an affirmative statement that it will review the independence of all personnel within the firm assigned to this engagement to ensure that they are independent of WORKFORCE West Virginia and the State of West Virginia and its component entities.

In addition, the firm shall give WORKFORCE West Virginia written notice of any professional relationships entered into during the period of the agreement with any major contractors as defined in WV§29.22.23. The firm will also notify WORKFORCE West Virginia in writing if any other matters come to its attention during the engagement, which may impair its independence.

#### **License to Practice in West Virginia:**

The firm and all assigned key professional personnel and all associated and subcontracted firms must be licensed to practice in West Virginia. In addition, the firm and all associated and subcontracted firms are in good standing with the Unemployment Compensation Division of the State of West Virginia.

**Quality Control:**

The fourth general standard as set forth in governmental auditing standards is promulgated by the United States Governmental Accounting Office states that "each audit organization conducting audits in accordance with these standards should have an appropriate internal control system in place and undergo an external quality control review."

The firm and all associated and sub-contracted firms have in place an internal quality control system to provide reasonable assurance that an adequate quality standard will be maintained during the engagement. In addition, copies of the firm or firms internal control document should be attached to the RFQ as well as a copy of the most recent external quality control review or made available within 48 hours upon request of the agency. Should the written report of the most recent external quality review disclose significant matters that would leave doubts as to the ability of the firm to maintain quality control, a written explanation should be attached to say what steps have been taken by the firm to improve their quality control procedures. The quality control review should have included a review of specific governmental engagements.

The firm should provide with the bid or make available within 48 hours request from the agency information on the results of any federal or state desk reviews or field reviews of its audits during the past three years.

**Section I: Firm Qualifications and Experience**

Should the firm intend to include any subcontracted firms the firm must provide the information for each subcontracted firm as for the primary firm; however, the primary firm will still be responsible for the results and deliverables of the contract.

**Section II: Personnel Qualifications and Experience**

The firm must identify the managing partner of the office from which the engagement will be performed upon request within 48 hours. The contact information for the managing partner must include the name of the managing partner, his address, his direct dial telephone number, fax number, and email address. This information is intended for use in the unlikely event that WORKFORCE West Virginia is unable to obtain satisfactory responses from the audit team and need to have direct contact with management.

The firm must identify the principal supervisory and management personnel to be included in the engagement including the engagement partner, reviewing partners, managers, other supervisors and specialists. All personnel must hold a license to practice as a Certified Public Accountant in West Virginia.

**The Vendor must provide for each of the aforementioned personnel a resume outlining the qualifications and experience including years of experience in the auditing field and in the governmental sectors. Resumes should be attached to the bid response or made available within 48 years upon request of the agency. At a minimum, each resume must include the following:**

- Number of years of total experience

- **Number of years of experience in specific specialties and a description of each specialty**
- **General certifications and qualifications obtained**
- **Listing of relevant continuing professional education courses within the last three years**
- **A list of those clients similar to WORKFORCE West Virginia for which the person has performed a significant amount of work within the last three years**

A chief concern of WORKFORCE West Virginia is the ability of the successful firm to maintain the quality of staff assigned to the engagement over the term of agreement. The firm must clearly state what steps will be taken in order to ensure the quality of staff over the term of the agreement.

**All personnel assigned to the engagement must have at least one year of auditing experience in public accounting or a similar environment.**

Subcontracted and jointly associated firms can only be added, dropped, or changed with the expressed written permission of WORKFORCE West Virginia, which retained the right to approve and reject these changes. Personnel assigned to the engagement by subcontracted or jointly associated firms must go through the same approval process as the primary firm's personnel discussed above. Any changes regarding a subcontractor must be made via a contract change order and subject to approval of the State Purchasing Division.

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PURCHASING DIVISION  
STATE OF WV

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Suttle & Stalnaker, PLLC

Authorized Signature: Suttle & Stalnaker, PLLC Date: 5/15/2008



PEER REVIEW



**Riney, Hancock & Co., PSC**  
Certified Public Accountants & Financial Advisors .....

2900 Veach Road, Suite 2  
Owensboro, Kentucky 42303

270-926-4540  
888-926-4540  
Fax 270-926-1494  
www.rineyhancock.com  
E-mail: info@rineyhancock.com

To the Members  
Suttle & Stalnaker, PLLC

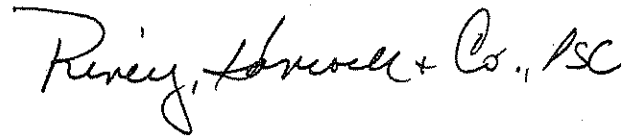
We have reviewed the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC (the firm) in effect for the year ended May 31, 2005. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statement on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with 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 with the system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included, among others, audits of Employee Benefit Plans and engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis for our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests; therefore it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control of future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

Suttle & Stalnaker, PLLC  
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In our opinion, the system of quality control for the accounting and auditing practice of Suttle & Stalnaker, PLLC in effect for the year ended May 31, 2005, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script that reads "Riney, Hancock & Co., PSC". The signature is written in dark ink and is positioned to the right of the main body of text.

Riney, Hancock & Co., PSC  
Owensboro, Kentucky 42303  
November 7, 2005

CPE RECORDS

## Continuing Professional Education Record

Chris Deweese

SPONSOR	DATE	DESCRIPTION	HOURS
<b>2005</b>			
Suttle & Stalnaker, PLLC	1/17-18/2005	Suttle & Stalnaker's Auditing Process	16.5
ProSystem FX Engagement	1/21/2005	Engagement Custom Update	8
WV Dept. of Administration FARS	5/11/2005	GAAP Closing Process Training	3
PKF North American Network	6/27-28/2005	Passing the Torch - Meeting #1	17
Suttle & Stalnaker, PLLC	6/13/05	2nd Annual Governmental Accounting & Auditing Update	7
Suttle & Stalnaker, PLLC	6/14/2005	1st Annual Nonprofit Accounting & Auditing Seminar	7
AICPA Webcasts	6/30/2005	2005/2006 Employee Benefit Plan Strategic Briefing	1.7
PKF North American Network	7/18-20/2005	The Big Event	12
PKF North American Network	7/18-20/2005	The Big Event	7
WV Dept. of Education	7/21/2005	School Board Auditors Workshop	4
Charleston Chapter, WVSCPAs	8/30/05	The AICPA's 360 Degrees of Financial Literacy	1
CAMICO	8/26/05	Loss Prevention In-Firm Presentation	2
PKF North American Network	11/2/2005	Passing the Torch, Part 2	9
		<b>2005 Total</b>	<b>95.2</b>
<b>2006</b>			
WV Society of CPAs	1/26/2006	Legislative Seminar - An Update on Legal and Legislative Issues	3
WV Society of CPAs	1/6/2006	WVSCPA Cabinet Meeting	5.5
WVDOA - FARS	5/24/2006	GAAP Closing Process Training	2.5
West Virginia Society of CPAs	5/12/2006	Project Day	1.8
WV Society of CPAs	6/21-24/2006	Federal Tax Update	3
WV Society of CPAs	6/2/2006	Adv. Training Course for Reviewers: Current Issues in Practice - Monitoring	8
PKF North American Network	6/13-14/2006	Passing the Torch (2005-2006) #3	9
PKF North American Network	6/13-14/2006	Passing the Torch (2005-2006) #3	4.5
Suttle & Stalnaker, PLLC	7/6/2006	3rd Annual Governmental Accounting & Auditing Seminar	8.1
Suttle & Stalnaker, PLLC	7/7/2006	2nd Annual Nonprofit Accounting & Auditing Seminar	8.1
Suttle & Stalnaker, PLLC	8/23/2006	A Look At Federal & State Guidance for Today's Nonprofit	3
Charleston Chapter of the WVSCPAs	8/24/2006	Economic Development Update - Economic Development in WV, the City of Charleston, and the Kanawha Valley	2
Charleston Chapter, WVSCPAs	9/14/2006	Pension Reform and WV Legislative Tax Update	2
Charleston Chapter, WVSCPAs	11/14/2006	Interpretation of How Business Owners, Professionals & Executives Act	3
Charleston Chapter, WVSCPAs	12/14/2006	Professional Update of the AICPA and WVSCPAs	1
		<b>2006 Total</b>	<b>64.5</b>
<b>2007</b>			
Suttle & Stalnaker, PLLC	6/18/2007	4th Annual Governmental Accounting & Auditing Seminar	7
WV Association of School Business Officials	6/4/2007	GASB Conversion Process & Issues Workshop	16.5
WVSCPAs	6/20-23/2007	Annual Mtg, A&A Update	3
WVSCPAs	6/20-23/2007	Annual Mtg., Professional Issues Update	1.5
Suttle & Stalnaker, PLLC	6/19/2007	3rd Annual Nonprofit Accounting & Auditing Seminar	7
RSM McGladrey	7/12-13/07	M&P Audit Methodology Training	16
Suttle & Stalnaker, PLLC	7/27/2007	State of West Virginia Single Audit Training	4
Ernst & Young	8/8/2007	Performing an A-133 Audit 2007	8
WVSCPAs, Charleston Chapter	12/12/2007	Professional Update of the AICPA and WVSCPAs	1
Suttle & Stalnaker, PLLC	12/20-21/2007	Paperless Audit / Risk Assessment Update	26.5
		<b>2007 Total</b>	<b>90.5</b>
		<b>Grand Total</b>	<b>250.2</b>

## Continuing Professional Education Record

## Horace Emery

SPONSOR	DATE	DESCRIPTION	HOURS
<b>2005</b>			
WV Society of CPAs	1/7/2005	WV Society Cabinet Meeting	5.5
Suttle & Stalnaker, PLLC	1/17-18/2005	Suttle & Stalnaker's Auditing Process	13.5
ProSystem FX Engagement	1/21/2005	Engagement Custom Update	8
West Virginia Society of CPAs	2/24/2005	An Update on Legal & Legislative Issues	2
PKF North American Network	5/15-18/2005	PKF NAN Firm Management Conference	11.5
WV Society of CPAs	6/22-25/2005	Legislative Update, etc.; Federal Tax Update	4.5
PKF North American Network	6/27-28/2005	Passing the Torch - Meeting #1	17
WV Society of CPAs	6/22-25/2005	Professional Issues Update	1.8
Suttle & Stalnaker, PLLC	6/14/2005	1st Annual Nonprofit Accounting & Auditing Seminar	7
Suttle & Stalnaker, PLLC	6/13/05	2nd Annual Governmental Accounting & Auditing Update	7
WV Dept of Administration, FARS	6/7/2005	GAAP Closing Process Training	3
WV Society of CPAs	6/22-25/2005	50 Frauds that Could Happen to Your Small Clients: Detection and Prevention; 21st Century Ethics for CPAs	3.3
CAMICO	8/26/05	Loss Prevention In-Firm Presentation	2
Charleston Chapter, WVSCPAs	8/30/05	The AICPA's 360 Degrees of Financial Literacy	1
McGladrey & Pullen, LLP	11/21/2005	MCAP, MAPS, and Small Business Manual Update	1
PKF North American Network	11/2/2005	Passing the Torch, Part 2	9
		<b>2005 Total</b>	<b>97.1</b>
<b>2006</b>			
WV Society of CPAs	1/6/2006	WVSCPA Cabinet Meeting	5.5
WV Society of CPAs	1/26/2006	Legislative Seminar - An Update on Legal and Legislative Issues	4
Suttle & Stalnaker, PLLC	3/16/2006	Preparing Your Firm for 2006 EBP Audits - EBPAQC Live Forum	2
Suttle & Stalnaker, PLLC	3/1/2006	EBPAQC Roundtable on New Auditing Standards	2
Suttle & Stalnaker, PLLC	4/26/2006	AICPA Planning for 2006 EBP Audit Season	2.5
West Virginia Society of CPAs	5/12/2006	Project Day	3
PKF North American Network	5/7-10/2006	Firm Management Conference	8.4
Suttle & Stalnaker, PLLC	5/26/2006	RSM McGladrey Webcast	1
Suttle & Stalnaker, PLLC	5/24/2006	AICPA "GAQC 2006 Annual Webcast Update"	2.5
WV Society of CPAs	6/21-24/2006	Professional Issues Update	1.8
WV Society of CPAs	6/21-24/2006	Accounting and Auditing Update	2
WVDOA - FARS	6/16/2006	GAAP Closing Process Training	1.5
WV Society of CPAs	6/2/2006	Adv. Training Course for Reviewers: Current Issues in Practice - Monitoring	8
PKF North American Network	6/13-14/2006	Passing the Torch (2005-2006) #3	4.5
WV Society of CPAs	6/21-24/2006	Federal Tax Update	3
WV Society of CPAs	6/21-24/2006	A New Look at Financial Statement Analysis	1.2
PKF North American Network	6/13-14/2006	Passing the Torch (2005-2006) #3	9
Suttle & Stalnaker, PLLC	7/6/2006	3rd Annual Governmental Accounting & Auditing Seminar	8.1
Suttle & Stalnaker, PLLC	7/7/2006	2nd Annual Nonprofit Accounting & Auditing Seminar	8.1
Charleston Chapter of the WVSCPAs	8/24/2006	Economic Development Update - Economic Development in WV, the City of Charleston, and the Kanawha Valley	2
WVSCPAs	8/30-9/1/06	2006 Business Summit - Tax Symposium	1.8
WVSCPAs	8/30-9/1/06	2006 Business Summit - WV Energy Future/Summit Speaker	1.8
Charleston Chapter, WVSCPAs	9/14/2006	Pension Reform and WV Legislative Tax Update	2
Charleston Chapter, WVSCPAs	12/14/2006	Professional Update of the AICPA and WVSCPAs	1
		<b>2006 Total</b>	<b>86.7</b>
<b>2007</b>			
Suttle & Stalnaker, PLLC	1/30/2007	Planning for 2007 EBP Audits	2.5
Suttle & Stalnaker, PLLC	1/8/2007	Planning for 2007 EBP Audits	2.5
Suttle & Stalnaker, PLLC	4/27/2007	Employee Benefit Plans: Audit & Accounting Essentials	3
WVSCPAs	6/20-23/2007	Annual Mtg. A&A Update	4
WVSCPAs	6/20-23/2007	Annual Mtg. Federal Tax Update	3
WVSCPAs	6/20-23/2007	Annual Mtg. Professional Issues Update	1.5
Suttle & Stalnaker, PLLC	6/18/2007	4th Annual Governmental Accounting & Auditing Seminar	7
Suttle & Stalnaker, PLLC	6/19/2007	3rd Annual Nonprofit Accounting & Auditing Seminar	7
Suttle & Stalnaker, PLLC	7/27/2007	State of West Virginia Single Audit Training	5.5
PKF North American Network	7/23-25/2007	The BIG Event, Int'l Acct Stds, CCH Engagement, Reporting, ASB Update, Fraud and the CPA	12.5
RSM McGladrey	7/12-13/07	M&P Audit Methodology Training	16
Suttle & Stalnaker, PLLC	12/20-21/2007	Paperless Audit / Risk Assessment Update	11.5
WVSCPAs, Charleston Chapter	12/12/2007	Professional Update of the AICPA and WVSCPAs	1
		<b>2007 Total</b>	<b>77</b>
		<b>Grand Total</b>	<b>260.8</b>

## Continuing Professional Education Record

Kelly Shafer

SPONSOR	DATE	DESCRIPTION	HOURS
<b>2005</b>			
ProSystem FX Engagement	1/21/2005	Engagement Custom Update	8
Suttle & Stalnaker, PLLC	1/17-18/2005	Suttle & Stalnaker's Auditing Process	13.5
WV Dept. of Administration FARS	5/11/2005	GAAP Closing Process Training	3
Suttle & Stalnaker, PLLC	6/13/05	2nd Annual Governmental Accounting & Auditing Update	7
Suttle & Stalnaker, PLLC	6/14/2005	1st Annual Nonprofit Accounting & Auditing Seminar	7
PKF North American Network	6/6-8/2005	ASD Module A: Executing Audit Engagements	20
PKF North American Network	6/6-8/2005	ASD Module A: Executing Audit Engagements	4
CAMICO	8/26/05	Loss Prevention In-Firm Presentation	2
McGladrey & Pullen, LLP	11/21/2005	MCAP, MAPS, and Small Business Manual Update	1
		<b>2005 Total</b>	<b>65.5</b>
<b>2006</b>			
Suttle & Stalnaker, PLLC	1/31/2006	Preparing Individual Tax Returns for New Staff & Para-professionals	3.4
Suttle & Stalnaker, PLLC	1/31/2006	Tax Update	1.9
CCH	1/31/2006	2006 ProSystem fx Annual Tax Update Web Seminar	3
Suttle & Stalnaker, PLLC	1/11/2006	Evaluating & Reporting Audit Findings	1.5
West Virginia Society of CPAs	5/12/2006	Project Day	3
Suttle & Stalnaker, PLLC	5/26/2006	RSM McGladrey Webcast	1
WVDOA - FARS	5/24/2006	GAAP Closing Process Training	3
Suttle & Stalnaker, PLLC	7/6/2006	3rd Annual Governmental Accounting & Auditing Seminar	8.1
Suttle & Stalnaker, PLLC	7/7/2006	2nd Annual Nonprofit Accounting & Auditing Seminar	8.1
WV Dept of Education	7/20/2006	School Board Auditors Workshop	8
		<b>2006 Total</b>	<b>41</b>
<b>2007</b>			
PKF North American Network	5/21-23/2007	ASD Module C - Advanced Applications of the Audit Process	22
PKF North American Network	5/21-23/2007	ASD Module C - Advanced Applications of the Audit Process	2
WVSCPAs	5/11/2007	WVSCPA Project Day	3
Suttle & Stalnaker, PLLC	6/18/2007	4th Annual Governmental Accounting & Auditing Seminar	7
Suttle & Stalnaker, PLLC	6/19/2007	3rd Annual Nonprofit Accounting & Auditing Seminar	7
State of WV, FARS	6/6/2007	GAAP Closing Process Training	2
RSM McGladrey	7/12-13/07	M&P Audit Methodology Training	16
Suttle & Stalnaker, PLLC	7/27/2007	State of West Virginia Single Audit Training	5.5
Ernst & Young	8/8/2007	Performing an A-133 Audit 2007	8
WV Dept of Education	8/22/2007	Auditor's Workshop	8
Suttle & Stalnaker, PLLC	12/20-21/2007	Paperless Audit / Risk Assessment Update	11.5
		<b>2007 Total</b>	<b>92</b>
		<b>Grand Total</b>	<b>198.5</b>