

# GOLDEN, GORMLY & COMPANY, LTD.

CERTIFIED PUBLIC ACCOUNTANTS  
& BUSINESS CONSULTANTS

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January 4, 2019

Dear Client:

This letter is to confirm and specify the terms of our engagement with your organization and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for who returns are prepared to confirm the following arrangements.

We will prepare the 2018 Federal Exempt Organization income tax return from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all of the information required for the preparation of a complete and accurate return. You should retain all of the documents, canceled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the exempt organization's income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of the exempt organization's income tax return(s) does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the exempt organization's income tax return(s). The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

It is our policy to retain engagement documentation for a period of seven years, after which time we will commence the process of destroying the contents of our engagement files. To the extent we accumulate any of your original records during the engagement, we will make copies and the original documents will be returned to you promptly upon completion of the engagement.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses.

Our fees for tax services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses. All invoices are due and payable upon presentation. After thirty (30) days all unpaid balances shall accrue interest at the rate of one and one-half percent (1 1/2%) interest until paid. If for any reason the account is turned over to an attorney for collection, an additional charge of thirty three and one third percent (33 1/3%) will be added to cover collection costs.

If a financial statement is needed, a separate engagement letter will be sent to you.

If the foregoing correctly sets forth your understanding of our tax engagement, please sign this letter in the space below, and return it to our office. We appreciate this opportunity to serve you. If you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

*Golden, Gormly & Co.*

Golden, Gormly & Company, Ltd.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity Name: \_\_\_\_\_