

## AUDIT SERVICES

Name of Proposer: WHISMAN GIORDANO & ASSOCIATES, LLC

Mailing Address: 111 CONTINENTAL DRIVE, Suite 210

City: NEWARK State: DELAWARE Zip: 19713

Email Address: \_\_\_\_\_

Telephone: ( 302 ) 266-0202 Fax: ( 302 ) 266-7070

TOTAL AMOUNT OF PROPOSAL \$ 67,500

The undersigned, by his/her signature, represents that he/she is authorized to bind the Proposer to fully comply with the terms and conditions of the attached Request for Proposal, Specifications, and Special Provisions for the amount(s) shown on the accompanying Proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

Vincent S. Barbone Date of PROPOSAL: 04/26/2021  
Signature of Person Authorized to Sign PROPOSAL

Printed Name and Title of Signer: VINCENT S. BARBONE

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL**

## Legal Work Status Certification

**Town of Elsmere**

**Proposal to Serve as Independent Auditors**

**For Years Ending June 30, 2021, 2022 and 2023  
April 26, 2021**



Building Extraordinary Relationships

April 26, 2021

Town of Elsmere  
Attn: Steven Martin, Finance Director  
11 Poplar Avenue  
Elsmere, Delaware 19805

Dear Steven,

Attached is our proposal for the Town of Elsmere to serve as independent auditors for the years ending June 30, 2021, 2022 and 2023. Based upon our review of your Request for Proposal No. 21-01, a review of prior year audited financial statements, and our experience serving the Town for almost 20 years, we have prepared our proposal which we believe is responsive to your requirements listed in your RFP.

For purposes of presentation, the proposal is organized into the following sections:

- ▶ Background and Objectives
- ▶ Profile of Whisman Giordano & Associates, LLC
- ▶ Scope of Work, Project Organization and Management, and Time Commitments
- ▶ Compensation and Billing Arrangements
- ▶ References
- ▶ Appendixes

We are excited for the opportunity to **continue our relationship** with the Town of Elsmere. In addition, we **appreciate your continued confidence** in us, and would be happy to make an oral presentation regarding our proposal. Finally, all work as outlined in your Request for Proposal will be performed within the United States.

Very respectfully and sincerely,  
Whisman Giordano & Associates, LLC

*Vincent S. Barbone*

Accounting and Auditing Partner

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Background and Objectives for the Town of Elsmere*

Town of Elsmere is seeking a full-service **Delaware based** firm of certified public accountants to:

- Assist with the preparation the Town's annual financial statements as of and for the years ending June 30, 2021, 2022 and 2023.
- Assist management with the preparation of journal entries; guidance with disclosures and footnotes in accordance with the Governmental Accounting Standards Board (GASB); and with the Management, Discussion and Analysis (MDA) section of the financial statements.
- Perform a financial statement audit for Town as of and for the years ending June 30, 2021, 2022 and 2023.
- Perform an audit in accordance with the Uniform Guidance **as needed** for the years ending June 30, 2021, 2022 and 2023.
- Assist the Town regarding deficiencies noted during the audit as of and for the years ending June 30, 2021, 2022 and 2023.

Further, management is seeking a firm that can provide these services on a timely basis and at a fair and reasonable fee.

Finally, and perhaps most importantly, management is seeking a firm of professionals that can build and maintain a long-term relationship - *one that stands on a foundation of trust and fosters a partnership between our respective parties* - **which we believe we have done with the Town for the past 20 years.**

Whisman Giordano & Associates, LLC has prepared this proposal to address your concerns and provide you with an in-depth portrait of our firm.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Profile of Whisman Giordano & Associates, LLC*

##### **Mission, Culture, and Accomplishments**

Whisman Giordano & Associates, LLC has at the core of its mission, “*Building Extraordinary Relationships*”. While our accomplishments are very subtle, we believe that adherence to our central principle has validated our 45 years of existence. Currently, we have a staff of 33 professionals, and we are located in one office in Newark, Delaware. We further believe that there are certain similarities in our fundamental ideals which should translate into a continued and lasting partnership. This is just one of the many distinguishing features of Whisman Giordano & Associates, LLC.

##### **Value Proposition**

Our proposition is quite simple and easy to evaluate. It is that we will work with the Town of Elsmere as if it is our only client. But what does that mean?

We believe it means the following:

- Planning, scheduling, performing, and completing the audits in accordance with professional standards, which both minimizes disruption to your staff and assures that your reports will be acceptable to the many users of such information.
- Experience with a variety of governmental and nonprofit organizations for over 45 years, including accounting and auditing issues as well as tax rules and regulations.
- Availability throughout the year should you need assistance. Moreover, we keep you informed of matters that could impact your operations on a regular and on-going basis without additional charge.
- A professional fee schedule that is most competitive. Further, we make a policy of not billing minor and insignificant matters - *in other words, we don't nickel and dime you.*

There is one more thing: while not quite a value proposition, it is an indelible quality which makes for a lasting relationship between us, and that is our willingness to be flexible to your needs and schedules. We do this with all clients without compromising professional standards or timeliness.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Profile of Whisman Giordano & Associates, LLC (Continued)*

##### **Experience**

Whisman Giordano & Associates, LLC currently serves as independent accountants and auditors for a variety of state and local governments, other special governmental entities, and not-for-profit entities of varying sizes. During the past three decades two of the partners (noted in the biographies section) have audited governments in both Delaware and Pennsylvania and are very familiar with Delaware state and local governments and their reporting. A representative sample is provided below. In addition, the professionals assigned to your engagement have experience not only in accounting and auditing of state and local government entities but also of other special-type governmental agencies, including not-for-profit entities.

In addition to providing accounting and auditing and tax services, we have assisted with a variety of consulting engagements including accounting systems, forecasting and budgeting, business advisory services, performance benchmarking, compensation and retirement planning, business tax structuring, and mergers and acquisitions.

A **representative sample** of our state and local government and nonprofit experience includes:

- Charter School of New Castle <sup>(1)</sup>
- Eastside Charter School <sup>(1)</sup>
- Newark Charter School <sup>(1)</sup>
- Campus Community School
- Habitat for Humanity of Sussex County
- New Castle Historical Society
- Delaware Sustainable Energy
- Goodwill of Delaware & Delaware County
- The Wilmington Parking Authority
- Food Bank of Delaware <sup>(1)</sup>
- Hilltop Lutheran Neighborhood Center <sup>(1)</sup>
- LaRed Medical Center <sup>(1)</sup>
- Kent Sussex Community Services <sup>(1)</sup>
- Charter School of Wilmington
- Kuumba Academy Charter School <sup>(1)</sup>
- Positive Outcomes Charter School <sup>(1)</sup>
- Delaware Historical Society
- City of New Castle
- Newark Senior Center
- Challenge Program
- New Castle County Chamber of Commerce
- Meals on Wheels of Lewes and Rehoboth
- Hockessin Montessori School
- City of Delaware City
- Westside Family Healthcare <sup>(1)</sup>
- Wilmington Area Planning Commission <sup>(1)</sup>

<sup>(1)</sup> Including compliance audit under OMB Uniform Guidance.

In addition, the lead engagement partners have over 30 years of experience auditing and consulting with Delaware state and local governments, including the **Town of Elsmere**.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Profile of Whisman Giordano & Associates, LLC (Continued)*

##### **Communication**

Personal chemistry and people skills are vital to a successful relationship between our clients and our firm. We are sensitive to the cultures of our clients and the personal preferences expressed by management. Although relationships vary, the common denominator is always communication, particularly with management and the elected officials of the Town.

Effective communication facilitates the coordination needed to perform the audit with minimal disruption to your operation and ensures that we are aware of and responsive to your needs. Some of the elements of effective communication involve providing management with a planning schedule and memorandum; developing, discussing and issuing our reports, together with proposed adjustments and findings; and establishing clearly who you should contact when you need answers to questions or have other concerns you wish to express.

Effective communication will also include the day-to-day interpersonal exchanges between you and Whisman Giordano & Associates, LLC. We emphasize to all of our professionals that effective client service depends on effective communication, as well as technical proficiency.

Effective communication has another important component: that is mutual involvement on critical accounting and regulatory problems. This is especially true in today's business environment with rapidly changing accounting rules and pronouncements, tax laws, and regulations impacting local governments such as the Town.

##### **Independence**

Whisman Giordano & Associates, LLC and all of our professionals meet the independence standards of the American Institute and the Delaware Society of Certified Public Accountants as well as *Government Accounting Standards* issued by the Comptroller of the United States. We, as a firm and individually, respect and adhere to the highest standards of professional ethics and integrity. We monitor our actions annually and on an ongoing basis. We request and maintain independence certifications from all of our professional staff, attend the annual course on ethics, and periodically discuss both as a firm and on an engagement-basis issues that could arise involving professional standards including ethics.

We are independent with respect to the Town of Elsmere.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Profile of Whisman Giordano & Associates, LLC (Continued)*

##### **Peer Review**

Whisman Giordano & Associates, LLC is a member of the Private Companies Practice Section of the American Institute of Certified Public Accountants and, as such, is required to undergo a peer review every three years.

The results of our 2017 peer review (*peer reviews are performed once every three years*) were an overwhelming success; we received an unmodified opinion again. There was no letter of comments issued. The 2020 peer review has been performed and is under review; once it has been accepted by our oversight body we will provide the Town with a copy of the 2020 peer review report.

#### *Professionals Assigned to Town of Elsmere*

##### **Vincent Barbone, CPA, CFE, CGMA**

**Client Relations Executive and Engagement Partner  
Accounting and Auditing Partner**

As the client relations executive and engagement partner, Vince will be involved with all aspects of the engagement and all deliverables. He will be available for technical advice, consultation and other issues that may arise during the engagement. He will coordinate the audit and any related services, and personally oversee the performance of our professional services.

Over the past four decades Vince has served numerous governmental entities, charter schools, and not-for-profit organizations. The following is a **sample of the governmental clients he served**:

- |                                   |  |
|-----------------------------------|--|
| ●City of Milford                  | ●Wilmington Park Trust Fund Commission |
| ●City of Rehoboth Beach           | ●Wilmington Area Planning Commission   |
| ●City of New Castle               | ●Charter School of New Castle          |
| ●Town of Bethany Beach            | ●Charter School of Wilmington          |
| ●The Wilmington Parking Authority | ●Campus Community School               |
| ●City of Delaware City            | ●Thomas A. Edison Charter School       |

In addition, Vince has experience auditing a host of other types of entities including pension plans, low-income housing, and Pennsylvania local governments. He is a member of the American Institute of Certified Public Accountants, Pennsylvania Institute of Certified Public Accountants, Delaware Society of Certified Public Accountants, and Association of Certified Fraud Examiners.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Professionals Assigned to Town of Elsmere (Continued)*

**Frank T. DeFroda, CPA**  
**Concurrent Engagement Partner**  
**Accounting and Auditing Partner**

As the concurrent engagement partner, Frank will be involved with the final independent technical review of the annual financial statements. In addition, he will be available for technical advice, consultation and other issues that may arise.

Over the past three decades he has served numerous Charter Schools including:

- Academy of Dover
- Campus Community Charter School
- Delaware Military Academy
- East Side Charter School
- Kuumba Academy Charter School
- Newark Charter School
- Positive Outcomes Charter School
- Las Americas ASPIRA Academy

In addition, Frank has experience auditing a host of other types of entities including non-profits, pension plans, low-income housing, educational institutions, and governmental institutions. He is a member of the American Institute of Certified Public Accountants, Pennsylvania Institute of Certified Public Accountants, and Delaware Society of Certified Public Accountants. He has also served on the board of directors or committees of numerous non-profit organizations.

**Nicholas Baccino**  
**Audit Manager**

Nick will continue to manage the audit of the Town as he has done for the past nine years. Nick has over 20 years of extensive experience in accounting and auditing of governmental agencies, not-for-profit organizations, and employee benefit plans. He has been assigned to several of our governmental and non-for-profit engagements which include the City of Delaware City, the City of New Castle, the Borough of Avondale, UA Local 74 Plumbers & Pipefitter, and the Delaware Historical Society.

Nick participates in various technical and educational programs that the firm offers to its partners and staff. He is a leader of the firm's organizational and accountability sessions, and integral with the training of professional staff.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Professionals Assigned to Town of Elsmere (Continued)*

##### **Michael DiTullio, CPA Engagement Audit Senior**

Mike will be assigned to assist Nick with the audit fieldwork. He brings over four years of experience performing review and audit engagements for governments and not-for-profit entities. He has been assigned to several of our government and not-for-profit clients including the City of New Castle, Thomas A. Edison Charter School, and Challenge Program. Mike is a member of the American Institute of Certified Public Accountants and Delaware Society of Public Accountants.

#### **Staff Training**

One of the main ingredients in the success and continuation of a professional services firm is the competence of the professionals assigned to each engagement. We have assigned only those individuals that have the background and training to serve you. Each of these individuals receives in excess of 60 hours of professional continuing education per year. This training includes not only accounting and auditing, tax, and communication courses, but industry specific training in areas such as accounting and auditing of governments, taxation of exempt organizations, and so forth.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Scope of Work, Project Organization and Management, and Time Commitments*

##### **Audit of Financial Statements**

The audit of the financial statements of the Town of Elsmere will be performed in accordance with auditing standards generally accepted in the United States of America, and **when required** with the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States or the *Uniform Guidance*.

Therefore, the audit will encompass an understanding of the entity and its environment, including the system of internal control. We will perform certain risk assessment procedures for the purpose of tailoring the nature, timing and extent of our audit. In addition, regardless of the strength of the controls, we will perform substantive tests of details and account balances and analytical review procedures. Because we are independent of the Town of Elsmere, we can offer an objective review of the financial statements, including sensitive accounting issues (should they arise).

Our plan is to work closely with management to ensure the timely delivery of the financial statements and to ensure that these statements are presented in a format that is acceptable within the parameters of the applicable professional standards. We will discuss the presentation with management during the course of the audit as well as before issuance.

Additionally, we will work with management to implement new accounting pronouncements issued by the Governmental Accounting Standards Board (GASB) impacting the Town.

As part of our audit, we may provide a management letter which summarizes any findings and recommendations that we believe are required to be communicated or that we believe will be helpful to you in managing the Town, its finances, accounting processes, or control systems. This communication will be discussed in depth with management prior to making final conclusions and ultimate issuance of such findings and recommendations. Our management letter focusses strictly on issues of substance and not on matters that can and should be communicated verbally.

Further, we will provide a governance letter addressed and delivered to the Mayor and Town Council which supplements the annual financial statements. In addition, we will review the recommendations with management and Mayor and Town Council, as needed.

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Scope of Work, Project Organization and Management, and Time Commitments (Continued)*

##### **Availability throughout the Year**

We believe that effective client service depends on several ingredients including trust, mutual respect and integrity – *but also requires availability on an ongoing basis and not just for the time we are engaged to perform audit services.*

In fact, more and more of our clients are requesting that they see us throughout the year. Many of our engagements are dependent on ongoing and continuous communication. Therefore, as a practice we will communicate from time to time on a variety of issues including accounting matters, applicable compliance issues, and other business opportunities.

##### **Proposed Time Schedule for the 2021 Audit**

###### Audit of financial statements:

· Planning meeting	- -	September 2021
◦ Understanding the entity		
◦ Planning needs discussion		
· Final phase of field work	- -	October 2021
◦ Substantive audit procedures		
◦ Analytical review procedures		
· Quality review of working papers	- -	November 1, 2021
· Preliminary review with management	- -	November 17, 2021
· Presentation to Mayor and Council	- -	1 <sup>st</sup> Thursday in December
· Delivery of report and financial statements	- -	December 2021

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Compensation and Billing Arrangements*

Our fees are based on an estimate of the time required by the professionals assigned to the engagement. Individual hourly rates vary according to the degree of responsibility involved and level of skill required. Out-of-pocket costs such as travel reimbursement, communication costs and data processing charges are billed separately.

Our invoices are submitted as the work progresses and expenses are incurred. Payment is due upon presentation. Any invoice not paid within thirty days is subject to a 1½ percent per month interest charge.

#### **Coordination and Advanced Techniques**

We will coordinate our efforts with you and the appropriate members of your accounting staff to avoid duplication of work and to increase efficiency. We use the most advanced auditing techniques available to ensure that we perform the required analytical procedures and testing and concentrate our work on areas of the greatest potential risk.

#### **Rate Structure**

Our rate structure is comparable to that of other CPA firms our size. We believe that our approach, however, is more efficient than other firms. This approach allows us to maintain a high quality of services at a reasonable cost.

The following is our hourly rate structure:

<u>Professional Level</u>	<u>Hourly Rate</u>
Directors/Partners	\$ 250-375
Managers	\$ 200-225
Supervisors	\$ 165-190
Senior Accountants	\$ 150-165
Staff Accountants	\$ 135-145

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *Compensation and Billing Arrangements (Continued)*

##### Professional Fees

Services	Year Ended June 30,		
	2021	2022	2023
Financial Statement Audit	\$ 19,500	\$ 20,000	\$ 20,500
Pension Fund Audit	2,000	2,000	2,000
Component Unit Audit	500	500	500
Total quoted fee	<u>\$ 22,000</u>	<u>\$ 22,500</u>	<u>\$ 23,000</u>

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Examples of unexpected circumstances may be the implementation of new accounting standards issued by the GASB, the Uniform Guidance, lack of client preparedness, or change in services. In any event, we will keep you informed if significant additional time is necessary, and our fees will be adjusted accordingly.

**The above estimated fees do not include audit procedures performed in accordance with the Uniform Guidance. Should it be determined that the Town is required to have an audit in accordance with the requirements of the Uniform Guidance as a result of the level of federal expenditures, the fee for such services would be an additional \$4,000 for each year the federal expenditures are above the \$750,000 threshold.**

## Town of Elsmere

### Proposal to Serve as Independent Auditors

#### *References*

##### **Governmental and Not-For-Profit Entities**

David Baylor  
City Manager  
City of Delaware City  
Delaware City, Delaware  
302-834-4573

Carolyn Holland Lyon  
Director of Finance and HR  
Campus Community School  
Dover, Delaware  
302-736-0403

Colleen Morrone  
President and CEO  
Goodwill Industries of Delaware  
Wilmington, Delaware  
302-504-5734

Drew A. Horseman, CPA  
Director of Finance  
Wilmington Parking Authority  
Wilmington, Delaware  
302-655-4442

Patricia S. Winder  
Chief Financial Officer  
Thomas A. Edison Charter School  
Wilmington, Delaware  
302-778-1101

David W. Young  
Executive Director  
Historical Society of Delaware  
Wilmington, Delaware  
302-655-7161

Town of Elsmere

**Proposal to Serve as Independent Auditors**

***References (Continued)***

**Corporate**

Eric Holloway  
Owner and President  
Signature Group of Companies.  
New Castle, Delaware  
302-513-8599

Gerard Frenze  
President  
Delaware Express Shuttle  
Newark, Delaware  
032-454-7800 Ext 616

Ryan Bennett  
Chief Financial Officer  
Delaware Valley Development  
Hockessin, Delaware  
302-235-2500

Christopher Mason  
President  
Mason Building Group, Inc.  
Newark, Delaware  
302-292-0600

**APPENDIX A**  
**BIOGRAPHIES of KEY PERSONS**

## Town of Elsmere

### Proposal to Serve as Independent Auditors



**Joseph V. Giordano, CPA, CGM**  
**Managing Partner**

Joe is a 2004 Graduate of Mount Saint Mary's University, with a Bachelor of Science degree in accounting. He is also a 2000 graduate of Archmere Academy in Claymont, Delaware. Joe started with the firm in 2002 as a part-time intern. After interning with the firm for 2 years on a part-time basis, Joe joined the firm full-time in June of 2004.

He has worked on a myriad of clients in his time with the firm including entrepreneurial businesses, agricultural enterprises, health care organizations, and not-for-profit entities, including those with OMB A-133 (revised in 2015 Uniform Guidance) audits. Joe, along with the firm, contributes to Toys for Tots, Goodwill Industries, as well as several other community organizations. Joe is the founding member of the Amy L. Giordano memorial fund at the Boys and Girls Clubs of Delaware. Joe is a member of the American Institute of Certified Public Accountants and of the Delaware Society of Certified Public Accountants.



**Vincent Barbone, CPA, CFE, CGMA**  
**Engagement Partner**

Vincent earned his Bachelor of Science degree in accounting from St. Joseph's University in May of 1980. He has over forty years of experience within the public accounting industry. Vince was a partner at Haggerty & Haggerty, P.A. from 1988 to 2017, prior to joining Whisman Giordano & Associates, LLC.

During his years in public accounting, he has focused on providing accounting, auditing, tax, and consulting services to a variety of state and local governments, and not-for-profit organizations, which include low-income housing facilities. Vincent's extensive experience includes automotive dealerships, homeowners' associations, 403(b) employee benefit plans. His experience also includes the performance of peer reviews of accounting firms from 1994 to 2005, including serving as a member of the Peer Review Committee of PICPA, DSCPA and VISCPA during the same period.

He is a member of the American Institute of Certified Public Accountants, Chartered Global Management Accountants (CGMA), Pennsylvania Institute of Certified Public Accountants, the Delaware Society of Certified Public Accountants, and the Association of Certified Fraud Examiners (CFE). Vincent has served on the boards of a number of not-for-profit organizations in the capacity of treasurer and consultant.

## Town of Elsmere

### Proposal to Serve as Independent Auditors



**Frank T. DeFroda, CPA**  
**Concurring Engagement Partner**

Frank is a 1983 graduate of Rutgers University and has over 30 years of public accounting experience. He joined the firm in September 2018. Frank has extensive experience in engagement management of not-for-profit organizations and state and local governments, including school districts, charter schools, employee benefit plans, and housing authorities.

He is currently certified in the states of Delaware, New Jersey and Pennsylvania and is a member of both the American Institute of Certified Public Accountants, Pennsylvania Institute of Certified Public Accountants, and the Delaware Society of Certified Public Accountants. In addition, he has served on the boards of several community-based organizations in the capacity as treasurer.



**Nicholas Baccino**  
**Audit Manager**

Nicholas received his Bachelor of Science degree from Ursinus College in 1995 and has over 20 years of experience in accounting and auditing of local governments, not-for-profit organizations, and employee benefit plans. His experience also includes taxation of individuals, partnerships, corporations, and trusts.

Nicholas has served clients in the medical, construction, real estate, contracting, wholesale, retail, service, government sector, and not-for-profit industry and has acted as a liaison between them and federal, state, and local taxing authorities.

Outside of the office, Nick serves on his neighborhood's homeowners association board in Landenberg, PA. He enjoys spending time with his wife and sons, running 5Ks for charity, and is a passionate fan of the Philadelphia professional sports teams.

## **Town of Elsmere**

### **Proposal to Serve as Independent Auditors**



**Michael L. DiTullio, CPA  
Senior Accountant**

Michael L. DiTullio, CPA has been with the firm since October 2016. Starting as a staff accountant he has been promoted to senior. He has worked on a variety of commercial, not-for-profit, and governmental audits throughout his career.

Mike is a 2016 graduate of Rutgers University where he majored in accounting and received a Bachelor of Science degree.

Mike is also a member of the American Institute of Certified Public Accountants and the Delaware Society of Certified Public Accountants.

**APPENDIX B**  
**PEER REVIEW**

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 24, 2017

To the Members of Whisman Giordano & Associates, LLC  
and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of **Whisman Giordano & Associates, LLC** (*the firm*) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (*Standards*).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Governmental Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of **Whisman Giordano & Associates, LLC** in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. **Whisman Giordano & Associates, LLC** has received a peer review rating of *pass*.

*Martini & Martini*

MARTINI & MARTINI, CPA, PA

**APPENDIX C**

**SIZE AND ORGANIZATION  
STRUCTURE**



