



1970 East Osceola Pkwy, Suite 350
Kissimmee, FL 34743
(352)408-4949 D. Collins
(407)301-8650 J. Lorah
(352)357-7412 fax

January 11, 2022

Mr. Disston Moore
Executive Director
Volusia County Educational Facilities Authority

Dear Mr. Moore:

We are pleased to confirm our understanding of the accounting and consulting services we are to provide to the Volusia County Educational Facilities Authority (the Authority). A description of the services to be provided may be found on the schedule attached to this agreement. Also included is the estimated number of hours for each task and the estimated cost for each task.

This work plan can be modified to meet your specific needs at the time of acceptance of this agreement. Any tasks not required of Milestone Professional Services, Inc. can be removed prior to commencement of this project. Modifications to this work plan can be made at any time to meet the needs of the Authority. Acceptance of additional tasks will be at the stated contract rate of \$140 per hour and are subject to availability of Milestone personnel at the time the request is made.

As requested, one invoice will be prepared at the completion of this engagement and submitted to each participating university for their portion of the contract amount due (based on their share of the bonds outstanding). A copy of the total amount billed will be submitted to the Authority for its records. Invoices will show the work performed, the number of hours, and the rate per hour.

The engagement will commence once both parties have signed the agreement. We look forward to working with you. If the agreement meets with your approval, please sign below and return a copy to us at the above address.

Milestone Professional Services, Inc.

By: Donna Collins

Date: January 11, 2022

Volusia County Educational Facilities Authority

By: _____

Date: _____

VOLUSIA COUNTY EDUCATIONAL FACILITIES AUTHORITY (the "Authority")
SCOPE OF SERVICES AND FEE SCHEDULE

<u>Task</u>	<u>Hours</u>	<u>Rate</u>	<u>Task Total</u>
<u>General Ledger</u>			
Prepare the trial balance for the activities of the Volusia County Educational Facilities Authority for the fiscal year. This process will utilize an accounting summary of the financial activities for each bond project as prepared by the benefiting institution (currently Stetson and Embry-Riddle).	24		
Anticipated meeting time to prepare general ledger	<u>2</u>		
	26	\$ 140	\$ 3,640
			<u>\$ 3,640</u>
<u>Financial Statement Assistance</u>			
Provide to the Authority's auditors the Management's Discussion and Analysis. Review the financial statements as prepared by the Authority's auditors. This review would be for accuracy and completeness of the financial statements and would be designed to meet the requirement that the internal control structure include the financial reporting process.	10	\$ 140	<u>\$ 1,400</u>

Note: above amount represents a not to exceed contract amount. Any billings above these amounts would require written authorization by a representative of the Authority prior to commencement of additional work.