

Dowdy & Osborne LLP

CERTIFIED PUBLIC ACCOUNTANTS

Jeff Dowdy, CPA • Teresa Osborne, CPA

April 28, 2021

Mr. Cliff Ogburn, Town Manager
Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

Dear Mr. Ogburn,

It has been a pleasure for my firm to provide audit services to the Town and I look forward to a continued relationship. We are proud of the level of service we offer and believe that to be the reason we have a 100% renewal rate with our government clients. I have 30 years of experience in governmental accounting and auditing and consider government audits to be my specialty. I am constantly updating my skills with continuing education. We are required by auditing standards to maintain independence and we re-invent the audit process each year during the planning stage to make sure we are addressing the pertinent risk areas of the Town's audit. When managed properly, a long audit relationship is a great benefit to the Town. Lastly, I am local and easily accessible to the Town throughout the year. I have provided technical support to the Town finance officer on various accounting questions and reports over the years at no additional charge and this support throughout the year continues to be included in my fixed price contracts. If the Town is pleased with the service, then fees are the only variable and I am happy to offer the following for a three year continued commitment:

We propose a fixed price contract of \$ 18,000 for three years (which is a \$ 1,000 increase over my previous fixed three-year commitment). In the event the Town has a Single audit due to Federal or State grant funding exceeding \$ 750,000 we would need to negotiate a cost for the added work (please note the Town has not had a Single audit for a number of years).

Please do not hesitate to contact me with any questions.

Sincerely,

Teresa Osborne

Teresa Osborne, CPA

103 W. Woodhill Dr., Suite B • P.O. Box 9 • Nags Head, North Carolina 27959
Telephone 252.449.4404 • Facsimile 252.449.6976