

GEORGIA LEGAL SERVICES PROGRAM

Audit Selection Schedule

1. Preliminary Quote Meeting - May 29, 2009, 1 - 3 pm
2. First Quote to Jack M. Webb - June 12, 2009
3. Final 10 firms to meet with Jack Webb - June 22 - 26, 2009
4. Reduce to 5 firms
5. Final 5 firms to meet with GLSP Audit Committee - July 6 - 10, 2009
6. Final selection - July 17, 2009

AUDIT SCHEDULE

2009 Field Work (January through September) - November 2 - 13, 2009

Final Field Work - March 1 - 15, 2010

Draft Report to GLSP Audit Committee - April 1, 2010

Final Report to LSC - May 1, 2010

Copies (90) of Final Audit Report to Jack Webb - May 7, 2010
(40 bound copies, 50 loose leaf copies)

ACTIVITY LEVELS

25 Grants
50 Cost Centers
3000 Active Vendors
125 1099's
170 Employees
13 Locations

OTHER

Payroll

- Ultimate Software System
- 26 payroll periods/annually
- All Direct Deposit

2009 Payroll Budget

- Lawyers 4.4 Million
- Paralegals 1.4 Million
- Other 2.3 Million

Software (General Ledger)

- U.S.L. Financials

Corporate Year

- January through December

NATURE OF SERVICES REQUIRED

| <u>Classification</u> | <u>Estimated Hours</u> | <u>Rate</u> | <u>Amount</u> |
|------------------------------|-------------------------------|--------------------|----------------------|
| Partner | | | |
| Supervising CPA | | | |
| Senior CPA | | | |
| Junior CPA | | | |
| Support Staff | | | |

REPORT REQUIREMENTS

Government Auditing Standards

OMB A-133 format

SFAS 116 and 117

Legal Services Corporation - Audit Guide (www.lsc.gov)

State of Georgia

BANK ACTIVITY

Bank - Regions Bank

Bank Accounts - 5
- 1 (Operating Account)

Checks - 5000

Line of Credit - \$500,000

Outstanding Loans - None

2009 Budgeted Expenses - \$14 Million

Western Union "Quick Cash" Transfers - 100 annually

Travelex - Bank transfers - 100 annually