

L.F. HARRIS & ASSOCIATES, CPA, PA FIRM PROFILE

L. F. Harris and Associates, CPA, P.A., a Florida Corporation licensed as a public accounting firm in the State of Florida has been providing continuous public and governmental accounting services since 1989. The CPA Firm was formed to serve the auditing and accounting needs of businesses and non-profit organizations in a wide range of industries. The Firm provides cost effective, and value added service to its clients. Our Firm currently has several auditing and accounting personnel, a Firm Administrator, as well as administrative and support personnel. We have formed concrete strategic alliances with national and regional CPA firms that increase our capacity to respond rapidly when unique issues arise. As federal contractors, as well as partners providing fiscal monitoring and auditing services statewide, L.F. Harris & Associates, CPA, P.A. has developed extensive and valuable teaming and partner arrangements which greatly enhances our capabilities for performing our engagements in the most professional, expedient and effective manner. We have an outstanding reputation for responsiveness and the highest quality of service, and have been providing accounting services for over nineteen years. The principal of the firm has been performing continuous CPA services for over twenty-five years.



L.F. Harris & Associates, CPA, P.A. (LFH) is a highly efficient, proficient, and significantly unique source of highly competent professionals integrated together as a team, and since its inception, **(LFH)** has provided services to a wide range of industries, striving to continually meet the unique and continually expanding needs of these industries which include real estate and construction companies, wholesale and retail businesses, technology businesses, and professional services corporations, as well as a significant amount of non-profit organizations, schools and churches.

We provide auditing, accounting, and fiscal monitoring services to both federal and state entities, municipalities, and also act in the capacity as sub-contractors on such contracts with the some of the Big Four Firms as well as some of the larger CPA Firms, both locally and nationwide. With the sole purpose of assisting our clients, **LFH** works together with your staff to help your organization meet its financial goals and objectives. We are committed to providing our clients with an independent assessment of their operations and organizational structures. **LFH** is a full-service certified public accounting firm offering first-class audit, accounting, taxation and advisory services.

At **LFH** our firm's motto is "**The CPA Firm of Excellence**" and to this end we work tirelessly to ensure that our clients understand their financial position, operations and tax compliance. Our motto is the driving force behind our services, and our professionals are dedicated to the highest ethical and professional standards. Our Firm has a successful record of accomplishment in serving organizations of varying sizes and organizational structures. We are prepared and ready to perform engagements, and all of our professionals are proficient with new accounting and auditing standards, tax regulations, and current financial trends.

With well-rounded professionals, **LFH** also offers experienced staff on each engagement and is committed to performing our field work at your offices at your convenience. We believe in a hands-on approach with open communication at all levels and remain as responsive and proactive to your specific needs and concerns. **L.F. Harris & Associates, CPA, PA** understands our clients and their financial reporting responsibilities.

We take time to get to know our clients and understand how they measure success and we are dedicated to a hands-on approach that is proven to build trusting relationships, which is paramount when it comes to financial and tax matters.

The Firm offers a full range of accounting and assurance services including Audits, Reviews, and Compilations. We view our role in the reporting process as an opportunity to provide constructive solutions for maximizing your company's profitability and efficiency. Audits differ from reviews and compilations, as they are a more intensive examination of your company's systems and records providing the highest level of assurance. Types of audit engagements performed include: Financial and Compliance Audits, Internal Control System Audits, Florida Department of Transportation Audits, Operational Audits, Overhead Audits, Special Examinations, and Pre-acquisition Audits.



L.F. Harris & Associates, CPA, PA, also provides monthly accounting services which give businesses the benefit of having an accounting department without incurring a significant investment. We're also an outside resource for your business. When in-house staff can't keep up with the workload, we can step in and help you with the bookkeeping, monthly and quarterly P&Ls, W-2 and 1099 preparation, and more. Whether assisting your staff or working independently, we can help keep important projects on track. Not only do we offer premier accounting service; we pledge to be an integral part of your accounting team. We offer a close, committed relationship, combined with financial imagination and excellence. Our goal is to become a key advisor to each of our clients and an integral part of their business planning team. We work with our clients to determine the proper level of financial reporting that is necessary for their business, and work diligently with the staff so we may provide these services in the most professional and efficient manner possible.

LFH provides a full range of management and general business consulting services. Our consultants bring to each engagement a wealth of "real world" business, industry and professional experiences. Business advisory services provided by the Firm include business and financial planning, and evaluation and implementation of internal controls and accounting systems.

The Firm provides tax-related services to Corporations, Partnerships, Sole Proprietorships, and Individuals. These services include comprehensive tax return preparation and tax planning. By blending technical expertise with the skills of its experienced and diversified professional staff, the Firm is able to guide companies through the various business cycles including future operations, monthly financial reporting, and annual preparation of tax returns.

All of our professionals receive training as required by Government Auditing Standards. All of our audit team members meet the Yellow Book requirements for continuing education. Throughout the performance of all of our contracts we have stressed the importance of coordination and communication between the client and our firm. We take great measures and have implemented several policies to ensure that there is established constant communication as well as streamlined coordination.

Our firm services a varied list of clients, consisting of corporations, federal government agencies, state government agencies, local government, governmental entities, partnerships, individuals, estates, and non-profit organizations. We provide an extensive array of services including comprehensive auditing, accounting, financial consulting, tax consulting and compliance, and management consulting services in accordance with principles and standards established by AICPA, GAO, federal legislation, OMB, and Treasury guidance. Additionally, our staff has expertise in a blend of business disciplines, including general management, business management and personnel management. This enables us to respond constructively, creatively, and realistically to client needs. Our firm has the resources to assure that you will receive the timely and competent service you expect from your independent accounting firm. Over the years, the firm has assembled an exceptional team of professionals with experience in various auditing, accounting, financial consulting, tax consulting and compliance, and management consulting services that enable the firm to meet the most challenging and complex requirements.



The firm has demonstrated its compliance with the quality control procedures established by the Peer Review Board of the American Institute of Certified Public Accountants (AICPA). There has been no disciplinary action taken against the firm by any state regulatory bodies or other professional organizations. There has been no action taken against the firm as a result of any desk or field reviews of audits. No member of the engagement Team is under any disciplinary action by any state board, federal board, licensing institution or the AICPA.

Our firm is located at 3012 E Robinson Street in Orlando, Florida, with a satellite office in East Orlando. The East Robinson office serves as the main facility from which all auditing, accounting and financial statement preparation is based. Our offices are equipped with the latest software for all of our financial

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and accounting services provided. **L. F. Harris and Associates, CPA, PA** utilizes a wide variety of computer software programs to enhance efficiency. Our auditing and accounting software packages allow us to develop audit programs, select samples, prepare supporting workpapers, and perform a variety of analytical procedures.



Staff training and continuing professional education are ongoing priorities at **L.F. Harris & Associates, CPA, PA**. All professional personnel must obtain a minimum of 40 hours of CPE each year (or alternatively, meet the CPE requirements of the AICPA) in programs that qualify for credit under the CPE rules that govern the firm. It is the policy of the firm that all professional personnel comply with the continuing professional education requirements of the AICPA, the Florida State Board of Accountancy, the US General Accounting Office; and the Office of

Management and Budget; and that all professional staff maintain an adequate awareness and understanding of current developments in technical literature, and that all professional staff assist in the training and development of staff members under their supervision. Our in-house library is kept updated with the most current resources, and our firm also receives and circulates within the Firm important news about new or emerging changes in professional literature and business activity, as well continuous releases and support from the Internal Revenue Service and the Office of Management and Budget, as well as all Federal bulletins, circulars, laws, regulations and requirements. The firm recognizes the importance of on-the-job training and encourages supervisory personnel to be aware of situations where it can be provided.

Quality Assurance Program:

L.F. Harris & Associates, CPA, P.A. has an established Quality Assurance (QA) Program with the goal of achieving the highest possible quality of performance permitted under operational constraints.

Professional Proficiency:

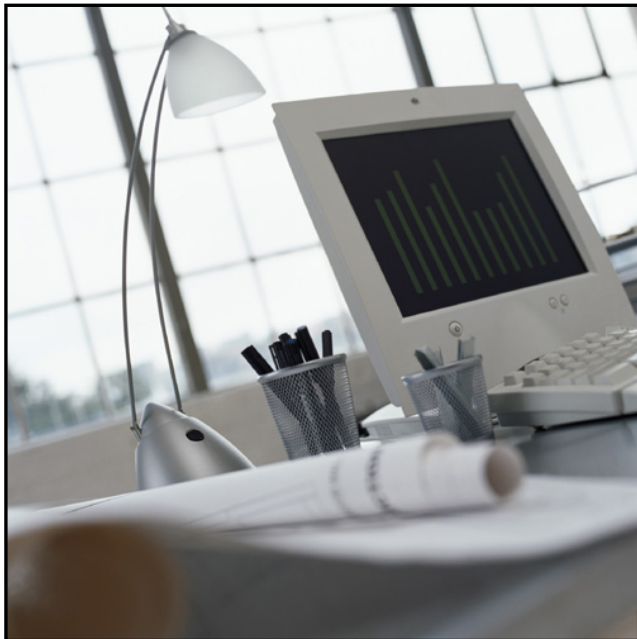
It is the policy of the firm that personnel are assigned to the engagements in an objective manner to achieve a proper blend of technical expertise, supervision, staff utilization, staff-on-the-job training, and client satisfaction. It is the policy of the firm that all professional personnel comply with the continuing professional education requirements of the AICPA, the Florida State Board of Accountancy, the U.S. General Accounting Office, and other regulatory agencies if applicable; that all professional staff maintain an adequate awareness and understanding of current developments in technical literature; and that all professional staff assist in the training and development of staff members under their supervision.

Contract Management:

Throughout the performance of all of our contracts we have stressed the importance of coordination and communication between the client and the relevant firm. Prior to accepting an engagement, we carefully evaluate the time commitments of the firm in order to assure our availability. In an additional effort to ensure schedule adherence, audit managers continually review progress and discuss problems with the audit staff.

Prior to our proposing on an engagement, whenever feasible, we perform an assessment of the resources necessary to efficiently and effectively complete the engagement. Maintaining cost controls and schedules on a multiple task order contract is key to effective management. Audit Managers are responsible for cost and schedule control of their assigned tasks. They have well-defined cost and schedule projections developed as part of their Work Plan to guide them. Immediately upon being awarded a contract, we will meet with the Auditee(s) to discuss our engagement approach and timetable for performing the engagement. At this meeting, we will evaluate the client's system and personnel to assist us in the performance of the engagement.

L.F. Harris & Associates, CPA, PA has established a Contract Review Process that documents the requirements of the contract and ensures compliance with the terms and conditions of the contract. This Contract Review Process is utilized prior to entering a contract with a client, and during the life of the contract. We communicate the status of our engagements to our clients on a regular basis, and provide updates on any critical issues that may arise.



Facility Capabilities

Our head office is located at 3012 E Robinson Street in Orlando, Florida. Our offices are equipped with the latest software for audits, financial statement, consulting, and tax planning and preparation. **L.F. Harris & Associates, CPA, PA** utilizes a wide variety of computer software to enhance efficiency. Our auditing and accounting software packages allow us to develop audit programs, select samples, prepare supporting workpapers, and perform a variety of analytical procedures.

Litigation Status

There has been no litigation whereby, a court has ruled against the firm in any matter related to the professional activities of the Firm. There are no known criminal proceedings in which our Firm is a defendant nor to our knowledge are

there any proceedings being conducted by state boards or other agencies relating to our professional practice on which any of our professional staff is a defendant. **L.F. Harris & Associates, CPA, PA** maintains professional liability insurance coverage.