



International Academy of Mediators

Financial Review & Tax Preparation Proposals

The Board has asked that the Executive Director seek out proposals for a financial review of the IAM. Below is a summary of the three proposals we received:

E.A. Murdock, LLC, Partnership with Align Advisory Services, LLC*

*Disclosure – Meghan Birmingham, IAM bookkeeper/accountant, has a previous relationship with this firm.

This company is based in Austin, TX. It may interest the board that the firm is owned by woman and a woman of color. Please see attached documentation for detailed information for the scope of the review. Approximate costs are as follows:

- | | |
|-----------------------------------|----------------------------|
| • Financial Review Services | (between \$3,000 - \$4620) |
| • Form 990 preparation and filing | \$750 |
| • Total | \$3750 - \$5350 |

Sutton Frost Cary, LLP**

** Disclosure: Sutton Frost Cary, LLP is based in Fort Worth, Texas and provides financial services for several MCC clients.

- | | |
|---------------------------------|---------------|
| 1. Review and FYE | \$5,500 |
| 2. Beginning Balance Audit Work | \$1,000 |
| 3. Form 990 | \$1,250 |
| 4. Total | \$7750 |

Sutton Frost Cary LLP recommended that IAM conduct a review versus an audit, which is mainly inquiries and analytical procedures rather than examination original documentation.

Wayland & Vukadinovich LLP

Wayland & Vukadinovich LLP is based in Hermosa Beach, California and currently prepares the IAM Form 990. In response to our inquiry about a financial review, they disclosed that they did not provide review services. In addition, for the sake of efficiency, they recommended that IAM use the firm who does the review to also process the form 990.

Based on the proposals, we recommend that IAM proceed with E.A. Murdock, LLC, Partnership with Align Advisory Services, LLC for the financial review and preparation of 2020 tax filing.



E.A. Murdock, LLC
Certified Public Accountant
&
Align Advisory Services, LLC

May 1, 2021

To Board of Directors
International Academy of Mediators
Dallas, TX 75244

We are pleased to confirm our acceptance and understanding of the services we are to provide for the year ended December 31, 2020.

You have requested that we prepare the financial statements of International Academy of Mediators, (a Nonprofit), which comprise the statement of financial position – tax basis as of December 31, 2020 and 2019, and the related statements of functional expenses – tax basis, statements of activities – tax basis, and statements of cash flows – tax basis for the years then ended, and the related notes to the financial statements, and perform a review engagement with respect to those financial statements.

Our Responsibilities

The objective of our engagement is to—

- 1) prepare financial statements in accordance with the tax basis of accounting based on information provided by you, and
- 2) obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with the tax basis of accounting.

We will perform the following services:

- 1) We will conduct our review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the financial statements and performing the review engagement.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the Company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents;

or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

- 2) We will prepare the federal tax return and depreciation schedule for International Academy of Mediators for the fiscal year ended December 31, 2020.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the tax basis of accounting and to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with the tax basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of the tax basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with the tax basis of accounting and the inclusion of all informative disclosures that are appropriate for the tax basis of accounting.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection of fraud.
- 5) To ensure that the Company complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

- 7) To provide us with—
- access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.
- 8) To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

We will issue a written report upon completion of our review of International Academy of Mediators financial statements. Our report will be addressed to the management of International Academy of Mediators. We cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from the tax basis of accounting, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

The supplementary information accompanying the financial statements will be presented for purposes of additional analysis. Our report will state we did not audit or review the information and do not express and opinion, a conclusion, nor provide any assurance on it.

You agree to include our accountant's review report in any document containing financial statements that indicates that such financial statements have been reviewed by us and, prior to inclusion of the report, to obtain our permission to do so.

Other Relevant Information

To ensure that E.A. Murdock, LLC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Elizabeth Murdock is the engagement partner and is responsible for supervising the review engagement and signing the report or authorizing another individual to sign it.

Our fee for the financial statement review services above (Item 1) will ranging from \$3,300.00 to \$4,620.00. The federal tax return (Items 2) will be billed separately at flat fee of \$750.00. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these

fees will be rendered upon acceptance of our engagement. Our fee structure is as follows; \$2,025.00 due upon acceptance with the balance due upon completion.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

E.A. Murdock, LLC

Acknowledged:
International Academy of Mediators

Chuck Doran
President

Date

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Sincerely,

E. A. Murdock LLC

E.A. Murdock, LLC

Acknowledged:
International Academy of Mediators

Chuck Doran
President

Date

PRESENTED
TO



International Academy of Mediators

Established 1996



 **SFC**
Sutton Frost Cary LLP
Certified Public Accountants

PARTNER CONTACT

Amy Michie, CPA

amy@sfcilp.com

817.649.8083

AN INDEPENDENT MEMBER OF

BDO
ALLIANCE USA

OUR APPRECIATION

We would like to thank you for considering Sutton Frost Cary LLP (SFC) to provide audit and tax services for International Academy of Mediators (Organization). The Organization will be a highly valued client, and we want to ensure a seamless transition while pursuing a proactive accounting partnership. SFC prides itself on being a responsive business partner focused on meeting your needs.

OUR PHILOSOPHY

SFC is a full-service accounting firm with locations in Fort Worth and Arlington, Texas that has been serving the DFW Metroplex for over 30 years with a staff of 40 employees. We offer national-firm quality with local-firm friendliness and are dedicated to serving our clients through a responsive relationship, personalized services, objective leadership and outstanding technical skills. SFC represents a broad range of clients, not-for-profit organizations, governmental entities, employee benefit plans, individuals and privately held companies in a variety of industries. The partners of Sutton Frost Cary LLP are Paul Cary, Kim Crawford, William Greene, Amy Michie, Paula Hiett, Drew Madsen, Denise Holmes, Brian Razloznik and Craig Ruggeberg.

With over 150 not-for-profit clients, we are committed to serving this important sector. The size and scope of our not-for-profit clients vary greatly and include organizations that rely on private funding and state and federal funding. Our partners and staff have gained extensive knowledge of the complexities surrounding not-for-profit organizations, and we perform services for small organizations and organizations with up to \$50,000,000 in annual revenues.

WHY SFC?



SIGNIFICANT EXPERIENCE

Nonprofit organizations have unique characteristics and challenges. Our extensive experience working with these types of organizations has allowed us to create a niche within our firm to provide timely answers to your questions. Our experience allows us to gain an understanding of your organization and form a partnership for success.



RESPONSIVENESS

One trait of successful organizations is responsiveness. That is why we place an emphasis on responding to all messages within 24 hours. We also make ourselves available to our clients throughout the year to answer questions as needed. We work closely with our staff to ensure they understand the importance of being responsive.



LOW TURNOVER

We understand the importance of staff continuity on audit engagements. We strive to maintain the same personnel on audit engagements from year to year. In the event that a key personnel change is necessary, the audit partner will notify the client as soon as the change becomes effective. SFC strives to have as much partner involvement on each engagement as possible.



AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA

The BDO Alliance USA allows us to better serve our clients. Specifically, it allows SFC to broaden our capabilities and industry expertise; expand our domestic and international coverage; gain greater knowledge in specialty areas; access the most up-to-date technical knowledge; participate in the latest training programs; and provide our clients with key contacts throughout the U.S.

ENGAGEMENT TEAM

Not-for-profit organizations have unique characteristics and challenges. Our extensive experience working with not-for-profit organizations has allowed us to create a niche within our firm to provide timely answers to your questions. Our experience allows us to gain an understanding of your organization and form a partnership for success.

Our engagement team members have been carefully selected to match the needs of the Organization and these team members routinely work with not-for-profit entities. The engagement team will be led by Amy Michie, Partner, who will be responsible for all services provided to you. Amy will be assisted by Michelle Kennedy, Audit Manager, Ryan Estrada, Audit Senior and a staff auditor. Elizabeth Arnott, Not-for-profit Tax Senior, will manage the preparation of the Form 990. Kim Crawford, Partner, will serve as the concurring review partner and will be available in the absence of the engagement partner.

Amy and Kim's experience includes an in-depth knowledge of the unique accounting aspects of not-for-profit organizations. We stay up-to-date on the latest regulations affecting not-for-profit entities by attending the annual AICPA not-for-profit industry conference and the annual TSCPA not-for-profit conference, as well as other not-for-profit conferences and seminars. Amy and Kim also teach board training seminars and instruct CPE courses related to not-for-profit audits and other issues surrounding not-for-profit organizations.

We understand the importance of staff continuity on audit engagements. We strive to maintain the same personnel on audit engagements from year-to-year. In the event that a key personnel change is necessary, an audit partner will notify the client as soon as the change becomes necessary. SFC strives to have as much partner involvement on each engagement as possible. Although we have had some turnover in our entry-level auditor positions, we have had continuity at the manager and partner level for many years.

AUDIT APPROACH

We approach each engagement as a collaborative effort and combine our years of experience working on similar projects with a finely-tuned process to provide quality services with personalized attention.

If you select us for your engagement, we will meet with the audit committee, key management and/or accounting personnel to confirm the scope and objectives of the services to be provided, establish effective lines of communication, reinforce our understanding of your organization's internal control systems, finalize fieldwork dates and reporting due dates and discuss assistance to be provided by your staff. We prepare detailed document request lists for all our clients and schedule the audit to occur at a time with the least amount of interruption to continuous days of field work at the client's office.

We expect that staff of Organization will provide us with working trial balances, detailed general ledger reports and other workpapers as requested. We also expect that we will have access to staff for inquiries, as needed, and original source documents, as requested. We will require your assistance to provide us with as many workpapers and other documents in electronic format as possible.

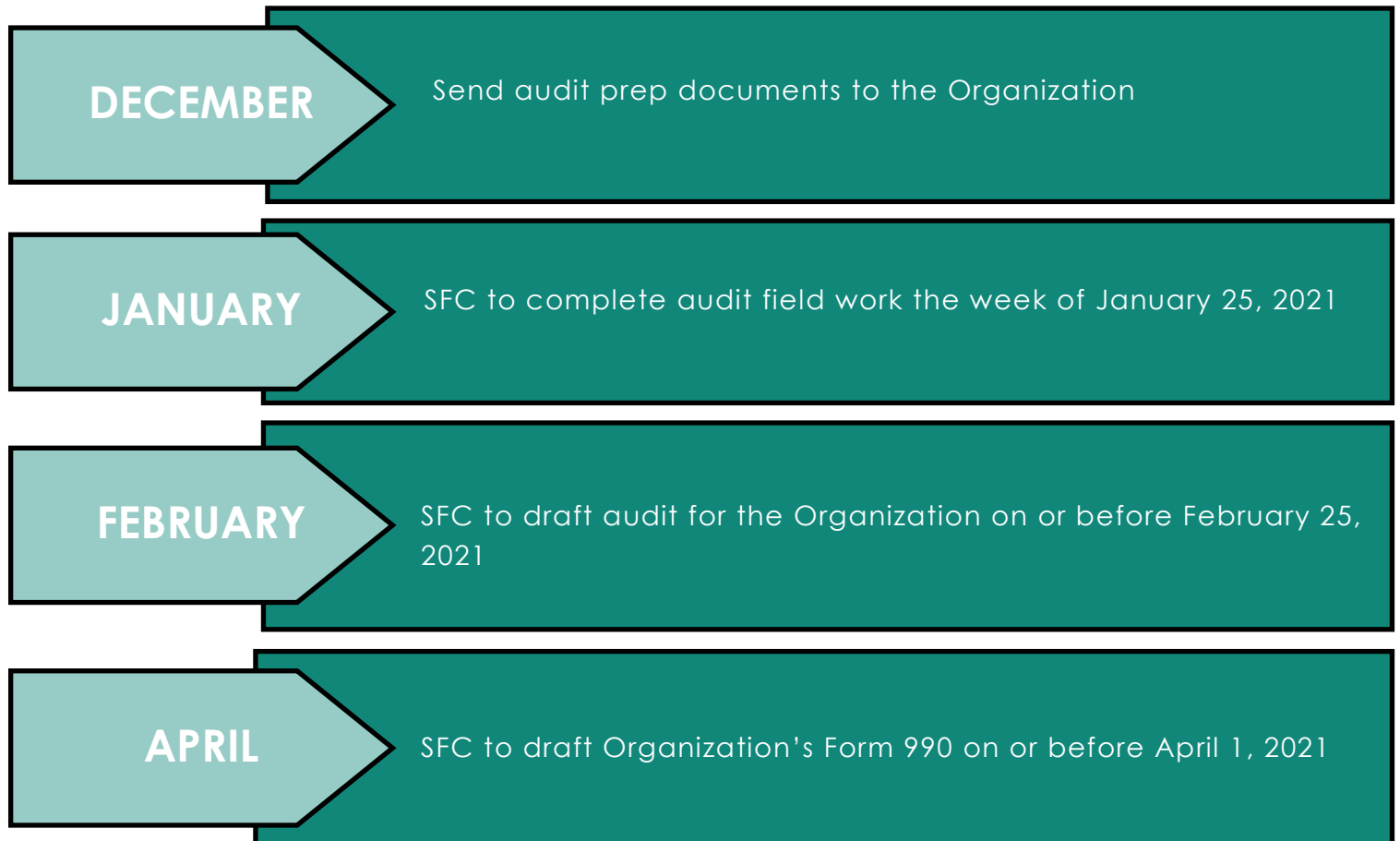
During the engagement, we strive to be in constant communication with client staff regarding the progress of fieldwork and what steps are needed for completion. We also strive to wrap up the services as quickly as possible.

Our process for resolving auditing and accounting issues, should any arise, is to discuss these issues with management and allow adequate time for research. Discussion will be with the audit partner, management and if necessary, the audit committee or management to bring these issues to resolution.

SFC has a quality control system in place that includes detailed review of audit work papers, review of all reports and letters by at least two partners, an annual internal inspection process and a triennial peer review performed by an outside CPA firm. We continuously emphasize to all our staff the need to perform quality work.

AUDIT TIMELINE

We have created the following schedule based upon the requirements communicated to us. The first step in any engagement is to develop a mutually agreeable schedule, including confirming fieldwork timing and deliverable dates, which will serve as both a communications and monitoring tool as the engagement progresses. We take our commitment to your deadlines seriously and will work diligently to meet the scheduled milestones. We expect our audit timing to be as follows:



FEES

We will perform an audit of your financial statements on the accrual basis of accounting as of and for the year ended December 31, 2020. Our fees are listed below:

SERVICES	Fee
Audit for FYE December 31, 2020	\$7,000
Beginning Balance Audit Work	\$1,000
Form 990	\$1,250

Fees for years beyond FYE 2020 will be based on changes within Organization and changes in market rates, which may result in a 2% to 3% increase annually.

We recognize that it is our responsibility to maintain competitive fees that allow you to benefit from our experience while we continue to provide the high quality, responsive service to which we are committed.



You may request that we perform additional services not addressed in this proposal. If this occurs, we will discuss with you the scope and fee structure of the additional services before commencing the additional services.

Our engagement fees will cover questions that you might have throughout the year that do not involve extensive research. If you have a question that requires extensive research, we will give you an estimated fee for the services up front.

We strive to keep our fees reasonable from year to year. We want our relationship with International Academy of Mediators to be long-term and mutually beneficial.

PEER REVIEW

The American Institute of Certified Public Accountants (AICPA) sponsors a peer review program. The program helps to monitor a CPA firm's accounting and auditing practice and promotes quality in accounting and auditing services provided by CPA firms. The program requires firms to undergo a peer review once every three years. SFC has participated in the peer review program since 1990. All of our peer review reports have expressed unmodified opinions/pass ratings. We have completed our 2017 peer review performed by Davis Kinard & Co., PC and we received an unmodified opinion/pass with no findings.

 Davis Kinard & Co., PC CERTIFIED PUBLIC ACCOUNTANTS <i>Quality. Integrity. Knowledge.</i>	First Financial Bank Building 400 Pine St. Suite 600, Abilene, Texas 79601-5190 325.672.4000 / 800.588.2525 / E 325.672.7049 www.dkcpa.com
Report on the Firm's System of Quality Control	
February 23, 2018	
To the Partners of Sutton Frost Cary LLP and the National Peer Review Committee	
<p>We have reviewed the system of quality control for the accounting and auditing practice of Sutton Frost Cary LLP (the firm) applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 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. 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.</p>	
Firm's Responsibility	
<p>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.</p>	
Peer Reviewer's Responsibility	
<p>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.</p>	
Required Selections and Considerations	
<p>Engagements selected for review included engagements performed under <i>Government Auditing Standards</i>, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an examination of service organization [SOC 1 engagement].</p>	
<p>As a 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.</p>	
Opinion	
<p>In our opinion, the system of quality control for the accounting and auditing practice of Sutton Frost Cary LLP applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 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 <i>pass</i>, <i>pass with deficiency(ies)</i> or <i>fail</i>. Sutton Frost Cary LLP has received a peer review rating of <i>pass</i>.</p>	
 Certified Public Accountants	

AWARDS & RECOGNITION

SFC takes great pride in the quality of our work product. Our firm and its employees have been recognized by several independent organizations.



ADDITIONAL INFORMATION

AFFILIATIONS & COMMUNITY INVOLVEMENT

We believe in being good citizens both inside and outside the office. We participate in and volunteer our time to local causes, with the goal of giving back to our community and our profession. In 2018, SFC created a program called SFC Grows to track employees volunteer services and hours throughout the year. In the first year of the program, SFC employees gave back almost 800 volunteer hours.

Our firm is a member of the following professional organizations:

- An Independent Member of the BDO Alliance USA
- American Institute of Certified Public Accountants (AICPA)
- AICPA Governmental Audit Quality Center
- AICPA Employee Benefit Plan Audit Quality Center
- SEC Practice Section (SECPS) of the AICPA Division for Firms
- Private Companies Practice Section of the AICPA Division for Firms
- Dallas and Fort Worth Chapters of the Texas Society of Certified Public Accountants

In addition, our firm or its partners and staff are active in the following organizations:

- Arlington Chamber of Commerce (30 years)
- Dental Health for Arlington, Inc.
- Young Men for Arlington
- Leadership Arlington
- UTA Accounting Alumni Association
- The Rotary Club of Arlington
- YMCA of Arlington (Chairman's Roundtable Member)
- The Margarita Society of Arlington
- Arlington Chamber of Commerce Women's Alliance
- Rotary District 5790
- United Way of Tarrant County
- Levitt Pavilion Arlington
- Various Youth Sports, Fine Arts and Booster Club

ADDITIONAL INFORMATION (CONTINUED)

SFC has experience implementing all accounting standards. We also have experience consulting with clients regarding sponsorship revenue issues, advertising and other potentially unrelated business income, intermediate sanctions, and IRS and ERISA pension regulations. Some of our Not-For-Profit clients include:

- Communities in Schools Dallas Region
- Harold Simmons Foundation
- National Breast Cancer Foundation
- Greater Dallas Youth Orchestra
- Emily's Place
- Texas Society of CPA's
- Dallas Center for Architecture
- Attitudes & Attire
- Texas Discovery Gardens
- Texas Historical Society
- Dallas County Heritage Society
- Children's Chorus of Greater Dallas
- Big Thought
- Teaching Trust
- Rainbow Days



CLIENT REFERENCES

SFC performs audit and tax services for all client references listed below. We encourage you to contact any or all of the following to discuss our ability to provide the highest quality services in a timely manner.

Steve Phillips, CFO

TEXAS SOCIETY OF CPAS

14651 Dallas Parkway, Suite 700
Dallas, Texas 75254
(972) 687-8530
sphillips@tscpa.net

Lee Ann Mills, Director of Operations

**THE INTERNATIONAL SOCIETY FOR HEART
AND LUNG TRANSPLANTATION**

14673 Midway Road, Suite 200
Addison, Texas 75001
(972) 490-9495
leeann.mills@ishlt.org

Evelyn F. Ireland, Executive Director

**NATIONAL ASSOCIATION
OF DENTAL PLANS**

12700 Park Central Dr.
Dallas, Texas 75251
(972) 458-5998 Ext. 101
eireland@nadp.org

Cristina Fitzgerald, Director of Finance

AIA DALLAS

1909 Woodall Rodgers Freeway, Suite 100
Dallas, Texas 75201
(214) 880-1513
cfitzgerald@aiadallas.org

Ron Melton, CFO/COO

**INTERNATIONAL ASSOCIATION OF
VENUE MANAGERS**

635 Fritz Drive, Suite 100
Coppell, Texas 75019
(972) 906-7441
ronald.melton@iavm.org

Kathy Romo, Comptroller

**ALOA SECURITY
PROFESSIONALS ASSOCIATION, INC.**

3500 Easy Street
Dallas, TX 75247
(214) 829-9733
kathy@aloa.org



EXPERIENCE

Amy has over 20 years of experience in public accounting and is one of the firm's designated not-for-profit partners. She has extensive experience in all phases of the audit process and is especially active in the not-for-profit and governmental sectors. In addition to financial and compliance audits, her experience includes reviewing Form 990 filings, tax research and consulting. Her industry experience includes not-for-profit organizations, governmental entities, healthcare, construction, manufacturing and information technology.

AREAS OF FOCUS

Accounting and Assurance Services
Nonprofit Organizations
Single Audits
Tax Preparation and Research for Tax Exempt Entities
Consulting

ACADEMIC BACKGROUND

University of Texas at Arlington
Bachelors of Business Administration – Accounting

PROFESSIONAL ASSOCIATIONS

American Institute of CPA's
Texas Society of CPA's
Dallas and Fort Worth Chapter of CPA's

COMMUNITY INVOLVEMENT

North Texas Higher Educational Authority, Inc. (Treasurer)
United Way of Tarrant County (City of Arlington-Grant Review Committee)
Arlington Chamber of Commerce - Women's Alliance
Leadership Arlington – Class of 2011 - 2012

LICENSED IN

Texas