



ACCOUNTING AND ADVISORY SERVICES

October 26, 2009

Stacey Skala Orr, Executive Director
National Association of Social Workers (NASW), Oregon Chapter
7688 SW Capitol Hwy.
Portland, OR 97219

Thank you for providing me with the opportunity to propose my professional services to the National Association of Social Workers, Oregon Chapter. This proposal summarizes my qualifications to serve the Organization and provides a brief description of my audit methodology.

I recognize that my success depends entirely on how well I serve my clients and nothing takes precedence over my commitment to meet my client's needs for effective, responsive professional service. I will provide exactly what you need in an accounting firm – a knowledgeable background and an efficient audit process.

I have the experience and training to meet your needs, and I am focused enough to give you personal, timely service. The accounting and auditing profession has undergone significant changes in the past few years. In my public accounting experience I have worked on audits ranging from large public companies to small companies in a variety of industries including non-profits. This wide range of experience has provided me with the most up to date technical training and audit expertise, while also providing me with a background to work with the unique issues that face small- and medium-sized organizations. I will provide quality services that are tailored to your organization's operations and staff's schedule.

Quality, affordable service allows your organization to receive improved service while minimizing the cost. Since I am a sole practitioner I can offer services in a very cost-effective manner. However, competitive pricing does not result in a decreased level of service. With my background in assurance services with large and small organizations I will perform your work with attention to detail in order to ensure your organization's compliance with appropriate accounting practices and regulations. Since I do the work myself, I will ensure timely communication of audit issues and potential adjustments, and will always be available for discussions related to these matters.

As a sole practitioner I have the ability to complete your audit in the timeliest manner possible. I can provide high-quality, efficient service because I am not taking audit time to train new staff, and there is no risk of new firm personnel having to learn your organization each year.

The following pages summarize my commitment to providing quality service in an efficient manner. A description of my background and representative list of clients I have served can be found at the end of the proposal.

Richard Winkel, CPA

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My Scope of Services and Approach

I employ a risk-based audit approach. I will meet with you to discuss my understanding of the critical audit areas and develop a mutually agreed-upon timeline and audit plan to ensure that key financial reporting risks are addressed. By focusing on the risk areas I provide an efficient audit process, spending my time where the risk of misstatement is greatest.

My audit framework provides a “top down” focus to identify significant information and transaction processing risks related to:

- Accounting principles and practices
- Significant judgments and estimates
- Critical operating and management processes
- The financial reporting process

The risk-based audit approach allows me to focus my efforts on the critical areas of the financial statements, ensuring an efficient audit process. An overview of the key steps in the audit process is presented below.

Planning	Obtain an understanding of your operations, control environment, information systems, accounts, and key issues. This also includes preparation of confirmations to send to third-parties, such as financial institutions.
Risk Assessment	Based on the evaluation of your operations and internal controls, I will determine the extent of substantive testing and customize the audit approach to focus my efforts on key areas.
Substantive Testing	Perform financial audit procedures by testing balances and activities for the year under audit.
Concluding and Reporting	I will conclude on and issue the financial statements. Drafts of all of reports will be provided to management for their input and review in a timely manner.

Planning and Risk Assessment

Recent changes in auditing standards require an auditor perform certain risk assessment procedures and evaluate internal controls. Included in the Planning and Risk Assessment stages is a review of the control environment at your organization. I will efficiently review the current procedures for processing and approving transactions and make appropriate suggestions.

Substantive Testing

My risk-based audit procedures focus primarily on the balance sheet at year end. Based on the financial information provided to me, I will focus my efforts on the cash, investments, accounts receivables, accounts payable and deferred membership dues balances at year end. I will perform detail and analytic procedures on the revenue and expense accounts to ensure they are also accounted for properly.

Concluding and Reporting

After I have completed my substantive testing I will prepare audited financial statements in accordance with generally accepted accounting principles as of June 30, 2009. I will provide draft copies of the financial statements for review and approval prior to issuance.

Social Workers Political Action Committee Review

I will also perform a review of the Social Workers Political Action Committee as of June 30, 2009. This review will be performed in accordance with standards issued by the American Institute of Certified Public Accountants and will primarily consist of analytical procedures and inquiry of management.

Proposed Fee for Services

My goal is to provide efficient, cost-effective service. I estimate the fee for the services described above will be as follows:

Audit of NASW as of June 30, 2009	\$	4,750
Review of SWPAC as of June 30, 2009		600
Preparation of the IRS forms		550
Total	\$	<u>5,900</u>

In future years I will endeavor to keep fee increases at a minimum. As long as there are no significant changes in your operations or the scope of the audit work, fee increases will be minimal.

Also, I am always available, at no additional cost, for quick questions and phone calls throughout the year. Through this I can be of assistance if complicated or unusual accounting issues arise, which allows for early identification and resolution of issues.

As a sole practitioner I have the ability to complete your audits in the timeliest manner possible. I can provide high-quality, efficient service, allowing your entity to comply with the audit requirements without creating excessive time burdens on your staff.

I know that selecting an accounting firm is not an easy decision and it should not be taken lightly. Should you have any questions or need additional information, please do not hesitate to call me. I sincerely hope that the National Association of Social Workers, Oregon Chapter will become one of my valued clients.

Sincerely,

Richard Winkel, CPA

About Richard Winkel, CPA

My professional experience includes providing audit services to both private and public companies in a variety of industries, such as non-profits, municipals, manufacturing, distribution, and technology. I started my own CPA practice with the goal to provide quality service to clients in a more efficient manner than a firm with partners and staff can provide. Prior to starting my own CPA practice I worked for two of the largest international CPA firms and a regional CPA firm. I have worked on audits of large public companies, including Sarbanes-Oxley engagements, and I have also audited small companies with limited accounting resources. This wide range of experience has provided me with the most up to date technical training and audit expertise, while also providing me with a background to work with the unique issues that face small- and medium-sized entities.

I am a CPA and a licensed municipal auditor in Oregon. I am also a member of the Oregon Society of Certified Public Accountants and the American Institute of Certified Public Accountants.

I received my Bachelor of Accountancy degree from the University of Delaware.

Below is a representative list of non-profit clients I have served.

- Rose Community Development Corporation
- Edwards Center, Inc.
- Community Services, Inc.
- Portland Women's Crisis Line
- Oregon Rehabilitation Association
- Technical Assistance for Community Services
- Oregon Employment Services Corporation

Oregon CPA license #10153

Oregon Municipal auditor license #1390