

**DUFRESNE & ASSOCIATES, CPA, PA**  
CERTIFIED PUBLIC ACCOUNTANTS

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**June 20, 2016**

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Jacksonville Police and Fire Pension Fund (JPPFF). Our engagement is limited to providing the accounting assistance services necessary to perform an analysis to ascertain the accuracy and completeness of certain information technology system computations and compliance of same with the pension reform as described in ORDINANCE 2015-304-E, utilizing information provided to us by JPPFF.

Our engagement to apply agreed upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this service has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed above do not constitute an examination, we will not express an opinion on our testing. In addition, we have no obligation to perform any procedures beyond those described above. Our fee to provide this service will be billed at the hourly rates specified on Attachment A.

Rather than an opinion, we will submit a report listing the procedures performed and our findings. This report is intended solely for the use of JPPFF, and may not be used by those who did not agree to the procedures and take responsibility for the sufficiency of the procedures for their purposes. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

At the conclusion of our engagement, we will require a representation letter from JPPFF that, among other things, will confirm its responsibilities for applicable decisions and functions, and for designating a qualified individual to oversee the engagement. JPPFF is responsible for evaluating the adequacy and results of the services and accepting responsibility for such services. JPPFF is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter or a separate letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures and reserve the right to adjust our fees as a result.

Very truly yours,

*Dufresne & Associates, CPA, PA*

Dufresne & Associates, CPA, PA

This letter correctly sets forth the understanding of Jacksonville Police and Fire Pension Fund

By: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Attachment A

<b>Labor Category</b>	<b>Rate per Hour</b>
Partner	\$125.00
Manager	\$105.00
Senior	\$90.00
Staff	\$75.00
Clerical	\$40.00

Assignment of tasks to the appropriate personnel level will be at the discretion of Dufresne & Associates, CPA, PA. It is expected that a variety of personnel will be assigned to different phases of the project.

Partner – Shareholder of Dufresne & Associates, CPA, PA and 5 years or more governmental auditing and accounting experience

Manager – CPA or CPA candidate and 5 years or more governmental auditing and accounting experience

Senior – CPA or CPA candidate with 2 -5 years of governmental auditing and accounting experience

Staff – Individual with bachelor's degree in accounting or related field and 1-2 years of governmental auditing and accounting experience