SEALED SUBMISSION LABEL FOR
PROPOSAL
PLEASE CUT OUT THE LABEL BELOW AND TAPE TO FRONT OF SEALED
SUBMISSION
**********DO NOT OPEN*************
IMPORTANT-SEALED SUBMISSION
ENCLOSED

IF ELECTRONIC SUBMITTAL, UPLOAD THIS WITH RESPONSE

NAME, COMPANY & ADDRESS:

Michael Holt, Holt McNally & Associates, Inc. 618 Stokes Road Medford, NJ 08055

TO:

QUALIFIED PURCHASING AGENT
Robbinsville
Township

RFP # 23-04
(FILL IN TITLE)
Auditor

HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

October 18, 2023

Michele Seigfried, MMC, RMC, CMR, Municipal Clerk
Township of Robbinsville
2298 Route 33
Robbinsville, NJ 08691

Dear Ms. Seigfried, Honorable Mayor and Members of the Township Council:

Thank you for the opportunity to submit our proposal for the Township of Robbinsville. Please be assured of our desire to perform these services. We have enclosed our firm's experience, qualifications, cost proposal, hourly rates and history. We would like to emphasize a few areas outlined in our proposal, which we feel make our firm particularly well suited for this engagement:

- **Extensive Experience**
  Our experience serving the Township of Robbinsville, as well as numerous local governments, has given us the knowledge and understanding of your expectations for this project.

- **Local**
  The team selected to serve you will be local, unequaled and made up of experienced, highly trained governmental professionals.

- **Competitive Fee**
  Our proposed fee is all inclusive, allowing for assistance from the engagement team with any questions, as well as any pertaining clerical work, at no extra cost.

- **Project Satisfaction**
  We take great pride in filing all our audits in a timely manner, making our reports useful to you and the general public. The Township of Robbinsville is a very important client to our firm. We are familiar with the Township, its staff and the community and we take great pride in being part of the team.

We would encourage you to contact any of our clients for references, as we feel our satisfied customers are our most powerful advertising. We would also be happy to meet with you prior to appointment. Should you require any further information please contact me at 609.953.0612.

Very truly yours,

HOLT MCNALLY & ASSOCIATES, INC.

Michael Holt

MICHAEL HOLT, CPA, RMA, PSA
President

MH/kg
Enclosures

618 Stokes Road, Medford, NJ 08055
P: 609.953.0612 • **F:** 609.257.0008
www.hmacpainc.com

PROPOSAL TO PROVIDE
TOWNSHIP AUDITOR SERVICES

TOWNSHIP OF ROBBINSVILLE
NOVEMBER 9, 2023

SUBMITTED BY:
MICHAEL HOLT, CPA, RMA, PSA
HOLT MCNALLY & ASSOCIATES, INC.
618 STOKES ROAD, MEDFORD, NJ 08055
TELEPHONE: 609.953.0612
FAX: 609.257.0008
MHOLT@HMACPAINC.COM

HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

TABLE OF CONTENTS

TABLE OF CONTENTS (Cont.)

618 Stokes Road, Medford, NJ 08055
P: 609.953.0612 • **F:** 609.257.0008
www.hmacpainc.com

EXECUTIVE SUMMARY

In reviewing our qualifications, we ask you to consider the following points which distinguish Holt McNally & Associates, Inc. ("HMA") from our competition, and demonstrate why we are your best choice to perform annual audit services for the Township of Robbinsville.

We consider ourselves much more than simply accountants; we also see our function as that of advisor and consultant. This experience, along with our diversity and a heavy concentration in governmental entities allows us to offer you many different approaches to problem solving.

- All professional staff have met and, in most cases, exceeded the Continuing Professional Education ("CPE") requirements mandated by the American Institute of Certified Public Accountants ("AICPA"), the New Jersey Certified Public Accountants ("NJCPA"), and the single audit standards set by the "Yellow Book. The firm and all key professional staff are properly licensed to practice in New Jersey.

- The firm is in compliance with all New Jersey Statutes including, but not limited to, Pay-to-Play Law, Equal Employment Opportunity Law, Affirmative Action and Business Registration requirements. The firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.

- The firm meets all independence standards outlined by the Governmental Accounting Standards Board ("GASB") in regards to this audit. The firm does not have a record of substandard audit work.

- Firm personnel use the most advanced work paper management systems, and are familiar with our client's software systems, including, but not limited to Systems 3000 and Edmunds.

FIRM INFORMATION

Holt McNally & Associates, Inc. ("HMA") is a New Jersey licensed Certified Public Accounting firm located in Medford. Established by Michael Holt, CPA, RMA, PSA and David McNally, CPA, RMA, PSA. Michael and David bring with them over 50 years of combined experience providing accounting and auditing services to Municipalities, Board of Educations and Not-for-Profit Organizations. The HMA team also includes Principals Kevin Frenia, CPA, RMA, PSA, CFE and John "Jack" Maley, CPA, RMA, PSA, as well as Managers Andrew Lee, CPA, PSA, David Gorski, CPA, PSA and Ryan Creamer CPA, PSA. This team of qualified, highly trained governmental auditors has over 150 combined years of experience.

OFFICE:	PRIMARY CONTACT:
Holt McNally & Associates, Inc. 618 Stokes Road Medford, New Jersey 08055 609-953-0612 (p) 609-257-0008 (f)	**Michael Holt, CPA, RMA, PSA President mholt@hmacpainc.com**

HMA is members of the American Institute of Certified Public Accountants and the New Jersey Society of Certified Public Accountants. Our involvement in these organizations allows us to stay at the forefront of issues affecting the government sector. All members of our firm, from partner to audit staff, attend a variety of conferences, seminars and events hosted by organizations throughout the year. The firm also provides a minimum of 40 hours of focused continuing professional education to its professionals each year, and all professionals that perform OMB Circulars Title 2 and 15-08 audits obtain the necessary yellow book education credits. As we learn of upcoming trends, issues and best practices, we share that information with our clients,

FIRM INFORMATION (cont.)

which allow them to take a proactive position in the future. HMA is also a member of the Governmental Audit Quality Center (GAQC).

We set very high standards for our professionals, as well as support personnel; we strive for all of our professionals with over two years of experience to be Certified Public Accountants. The firm's professional staff include 7 Certified Public Accountants, 4 Registered Municipal Accountants, 7 Public School Accountants and a Certified Fraud Examiner.

The HMA management team has provided auditing services to a variety of clients including municipalities, boards of education, fire districts, not-for-profit organizations, private schools, condominium associations, and municipal utility authorities. While HMA's plan and approaches may be standard for most, we also tailor the audit strategy to each client, their needs and their environment.

HMA also understands the importance of giving back to the community. The firm encourages and financially supports all personnel to serve on nonprofit and community-based organizations. Employees are currently involved in the following organizations:

Medford Sunrise Rotary
Moorestown Rotary Breakfast Club
200 Club of Burlington County
Medford Business Association
South Jersey Young Professionals Association
Registered Municipal Accountants Association
Governmental Audit Quality Center

SUMMARY

In short, we are offering the Township the opportunity to retain a firm with a reputation that is untarnished, services that are exemplary, professionals that have outstanding experience and credentials in government and the profession, and a commitment to the public sector that is unmatched in the accounting community. Further information concerning firm background and related experience and the client service team to serve you, is presented in the accompanying pages.

EXPERIENCE

HMA's audit strengths are numerous and deserve the high praise received from clients. Factors that differentiate us from other professional service firms include our quest for knowledge of our clients' business before we begin the audit and the seasoned judgement of our partners. We utilize the audit as a tool for generating insightful and constructive suggestions that can result in improved operations and management information, as well as operating and accounting procedures and controls. With dedicated personnel, we can focus on the issues that affect your organization and help you plan new activities as well as review current activities to ensure the proper approach. All of our team members work together to provide you with a full-service team and address the needs of your entity. With proper coordination and planning, we commit to complete all work within your specified time frame.

The HMA management team has extensive experience auditing municipalities in the State of New Jersey. We perform many Federal Title 2 and State OMB Circular 15-08 audits each year. We understand the specific needs, benefits and restrictions of townships, boroughs, cities and counties. The knowledge we have gained through working with our clients will ensure that your organization receives the highest quality service. The following is a list of governmental clients for whom our partners and principals have provided auditing services:

EXPERIENCE (cont.)

Municipalities:

CLIENT	CONTACT PERSON	TITLE	TELEPHONE
Audubon Park, Borough of	Dawn Pennock	Clerk	856-547-5236
Bass River Township	Jenny Gleghorn	Clerk	609-296-3337
Bordentown City	Margaret Peak	CFO	609-298-0604
Burlington Township	Dawn Bass	CFO	609-298-2800
Cranbury Township	Debra Rubin	Clerk	609-664-3133
East Greenwich Township	Elizabeth McGill	Clerk	856-423-0654
Elk, Township of	Stephen Considine	CFO	856-881-6525
Fieldsboro Borough	Patrice Hansell	Clerk	609-298-1616
Florence Township	Nancy Erlston	Clerk	609-499-2525
Haddon Township	Jack Bruno	CFO	609-856-1176
Lower Alloways Creek Township	Kevin Clour	CFO	856-935-2556
Moorestown Township	Thomas Merchel	CFO	856-914-3003
Mullica Township	Dawn Stollenwerk	CFO	609-561-7070
North Hanover Township	Mary Picariello	Clerk	609-758-3923
Pitman, Borough of	Stephen Considine	CFO	856-589-3522
Robbinsville Township	Deborah Bauer	CFO	609-426-0045
Southampton Township	Kathleen Hoffman	Clerk	609-859-2736
Tabernacle Township	Maryalice Brown	Clerk	609-268-1220
Washington Township	Christine Ciallella	Clerk	856-589-0520
Woodland Township	Maryalice Brown	Clerk	609-726-1700
Woolwich Township	Lois Yarrington	CFO	856-467-2666

Upon request, a more detailed listing of our current clients, which includes school districts, fire districts, authorities and not-for-profit organizations will be provided. We would encourage you to contact any of our clients for references as we feel satisfied customers are our most powerful advertising.

THE HOLT MCNALLY & ASSOCIATES, INC. TEAM

HMA understands that continuity in the services we provide is a major factor in maximizing efficiencies, controlling costs and providing real, value-added services. All engagements are staffed with consistent upper management, and work is spread amongst as many staff as needed to perform the audit, giving consideration to the timing and availability of information. This structure will provide the Township of Robbinsville with the continuity in service you deserve. The key upper management team members who would be assigned to this engagement are as follows:

ENGAGEMENT TEAM		
Michael Holt, CPA, RMA, PSA	Engagement Partner	mholt@hmacpainc.com
David T. McNally, CPA, RMA, PSA	Quality Review Partner	dmcnally@hmacpainc.com
Andrew E. Lee, CPA, PSA	Audit Manager	alee@hmacpainc.com

Bios are included below for all key members of our audit team, and copies of licenses are included in the Additional Information section at the end of this proposal.

TEAM BIOS

Engagement Partner

MICHAEL HOLT, CPA, RMA, PSA
Certified Public Accountant - #20CC01863800
Registered Municipal Accountant - #20CR00047300
Public School Accountant - #20CS00114800

Michael Holt, CPA, RMA, PSA, is a member of the American Institute of Certified Public Accountants, New Jersey Society of Certified Public Accountants and a Trustee of the Registered Municipal Accountants Association of New Jersey. Mr. Holt has also received accreditation as a Certified Municipal Finance Officer. Michael is a graduate of La Salle University and has over 35 years of experience auditing governmental units. In 2020, Michael Holt partnered with David McNally to form Holt McNally & Associates, Inc.

Mr. Holt's auditing experience includes dozens of municipalities including Robbinsville Township, City of Bordentown, East Greenwich Township, Haddon Township, North Hanover Township, Moorestown Township, Washington Township and Woolwich Township.

As Engagement Partner, Mr. Holt will be the partner who the Township would deal directly with in most situations. He will be responsible for the overall planning, review, audit presentation and generally overseeing the entire audit process.

Michael is a member of the Moorestown Breakfast Rotary Club and the 200 Club of Burlington County.

Quality Review Partner

DAVID T. MCNALLY, CPA, RMA, PSA
Certified Public Accountant - #20CC03831000
Registered Municipal Accountant - #20CR00057300
Public School Accountant - #20CS00261600

David T. McNally, CPA, RMA, PSA, is a member of the American Institute of Certified Public Accountants, the New Jersey Society of Certified Public Accountants and the Registered Municipal Accountants Association. A graduate of Rowan University, David has over 16 years of public accounting experience and in 2020 partnered with Michael Holt to form Holt McNally & Associates, Inc. David possesses a wealth of knowledge and has over 15 years specializing in local governmental audit, accounting and consulting.

A sample of his municipality audit experience includes Robbinsville Township, Bass River Township, Burlington Township, Cranbury Township, East Greenwich Township, and Woodland Township.

As Quality Review Partner, Mr. McNally will be involved in various aspects of the audit process, including performing a final review of all documents to ensure compliance with regulations outlined by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants. The Quality Review Partner also serves as back-up if the Engagement Partner is not available.

Dave serves on the Board of Trustees of the South Jersey Young Professionals Association and is a member of the Medford Business Association. Dave is also an active supporter of Rowan University's accounting department through participation in the department's mentorship and mock interview programs.

TEAM BIOS (cont.)

Audit Manager

ANDREW E. LEE, CPA, PSA
Certified Public Accountant - #20CC03960500
Public School Accountant - #20CS00273700

Andrew Lee, CPA, received his B.S. in Accounting from Rowan University and is a member of both the New Jersey Society of Certified Public Accountants and American Institute of Certified Public Accountants. Andrew joined Holman Frenia Allison, P.C. in 2009 and Holt McNally & Associates, Inc. in 2020 and brings with him over 15 years of governmental audit and accounting experience.

A sample of his municipality audit experience includes Robbinsville Township, City of Bordentown, Fieldsboro Borough, Moorestown Township, Southampton Township and Woodland Township.

As Audit Manager, Mr. Lee will be responsible for the direct supervision of all staff accountants. The Audit Manager reports directly to the Engagement Partner.

AUDIT PLAN & APPROACHES

Objective and Scope:

The Auditor agrees to perform the professional services ordinarily provided by a Registered Municipal Accountant of the State of New Jersey, for the 2024 calendar year, including the audit of the accounts and financial transactions for the 2023 calendar year. The audit will be made in accordance with generally accepted auditing standards, generally accepted governmental auditing standards, the Federal and State Single Audit Acts, and the requirements of the Division of Local Government Services. The Audit will include such tests of the accounting records of the Township of Robbinsville and other procedures as considered necessary to enable the Auditor to express an unmodified opinion that the financial statements are fairly presented, in all material respects, in conformity with Division of Local Government Services accounting principles of the United States of America. If an opinion is other than unmodified, the Auditor will fully discuss the reasons with the Township in advance.

The audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if the Auditor becomes aware of such reportable conditions or ways that it is believed management practices can be improved, the Auditor will communicate them to the Township in a separate letter.

The Auditor's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and banks. The Auditor will request written representations from Township attorneys as part of the engagement, and they may bill the Township for responding to this inquiry. At the conclusion of the audit, the Auditor will also request certain written representations from the Township about the financial statements and related matters.

An audit is based primarily on the selective testing of accounting records and related data; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested. Because the Auditor will not perform a detailed examination of all transactions, there is a risk that material

AUDIT PLAN & APPROACHES

Objective and Scope:

errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected. The Auditor will advise the Township, however, of any matters of that nature that come to their attention. The responsibility as Auditors is limited to the period covered by the audit and does not extend to matters that might arise during any later periods for which they are not engaged as Auditors.

The Auditor understands that the Township will provide the basic information required for an audit and that the Township is responsible for the accuracy and completeness of that information. The Auditor will advise about appropriate accounting principles and their application and will assist in the preparation of financial statements, but the responsibility for the financial statements remains with the Township. This responsibility includes the maintenance of adequate records and related controls, the selection and application of accounting principles and the safeguarding of assets.

The Auditors will also perform the services mentioned in the Work Plan, and be available to offer any other assistance deemed necessary by the Township.

Work Plan:

Our engagement team will perform procedures during our audit of the Township of Robbinsville's financial statements, which will be broken down into the following five phases:

Phase I: **AUDIT PREPARATION STAGE**	• **Review prior year's audit report (including notes to financial statements), Management Letter comments & Corrective Action Plan (prepared in response to Management Letter comments).** • **Meet with key personnel to discuss our approach to the engagement so that it can be conducted in the most effective and efficient manner.** • **Review changes, if any, in applicable statutes and regulations.** • **Review minutes of Township meetings.** • **Review federal and state grant documents.** • **Review the interim financial reports and results of current operations in relation to the adopted budget.** • **Develop the preliminary auditing programs we will employ in the various areas, such programs to be updated in Phase II.**

Phase II: **ACCOUNTING SYSTEMS AND EVALUATION OF INTERNAL ACCOUNTING CONTROLS**	• **Review the existing accounting system, including updating our documentation of system flowcharts, analysis of system strengths and weaknesses, and formulation of a preliminary evaluation of the adequacy of internal controls in the system.** • **Perform tests of transactions to the extent necessary in the circumstances. The results of such tests will either confirm or reject our evaluation of the internal control system.** • **Bring all significant findings in our observations on internal controls and other matters to the attention of the administration for timely action.** • **Review interim financial information as available.** • **Identify, to the extent possible, all potential accounting and auditing problems; review such problems with key personnel and develop proposed solutions.** • **Prepare requests for confirmation of cash balances, receivables and debt obligations.** • **Prepare requests for legal counsel's responses as to the nature and status of legal matters.**

AUDIT PLAN & APPROACHES (cont.)

Work Plan (cont.):

Phase III: **EXAMINATION OF YEAR-END ACCOUNT BALANCES**	• **Confirm account balances with banks and other parties; summarize and evaluate responses.** • **Perform various audit procedures, including examination of supporting documentation to verify reasonableness of assets, liabilities, revenues, expenses and retained earnings.** • **Update the audit program, if necessary, for our audit of year-end account balances.** • **Determine the need for the calculation of arbitrage rebate.** • **Obtain representation letter regarding completeness of disclosure and integrity of accounting records.** • **Prepare draft management letter and review with appropriate personnel.**

Phase IV: **REPORTING**	• **Review draft financial statements with appropriate personnel.** • **Prepare interim and final management letters.** • **Present audit report to the Township.**

Phase V: **OTHER**	• **Comply with other requirements of the Division of Local Government Services, such as the presentation of synopsis of the audit.** • **Attend meetings as required by the Township.**

While we will be in communication with you as necessary, we anticipate that our greatest requirement of management's time will be at the inception of our work and then, again, as the audit reaches its final stages. We will always strive to deal with the person who is directly responsible for a given area, thereby minimizing the time required of management.

In addition, to ensure the highest standard of service both now and in the years ahead, we will base our audit approach on the following:

- **Top-down planning and control;**
- **Close communication with management; and**
- **The use of advanced audit technology on your engagement.**

Specific Audit Approach:

The primary objective of our examination is to express an opinion on the financial statements of the Township of Robbinsville. Our audit will be performed in accordance with auditing standards generally accepted in the United States of America, including *Statements on Auditing Standards* published by the American Institute of Certified Public Accountants, and in accordance with *Standards for Audits of Governmental Organizations, Programs, Activities and Functions* published by the Comptroller General of the United States as they relate to financial and compliance audits, as well as the requirements of the Division of Local Government Services.

We address the following elements while developing our audit plan to most effectively meet the aforementioned objective of the audit:

- **Risk assessment and materiality**
- **Resolving critical issues**

AUDIT PLAN & APPROACHES (cont.)

Specific Audit Approach (cont.):

- **Application of sophisticated audit techniques**
- **Internal audit participation**
- **Meaningful business advice**
- **Audit quality**

Risk Assessment and Materiality

Our approach is innovative, yet prudent. Innovative because the traditional audit approach of performing detail tests of account balances would make the cost of the audit prohibitive. We are prudent in the application of materiality concepts to ensure that the hundreds of transactions that comprise the financial activities of the Township are not viewed solely in the aggregate. To do otherwise would lead to the conclusion that no specific transactions are material to the audit. Stated frankly, we could end up looking at many areas but auditing none.

The critical first step toward ensuring that the audit approach is both innovative and prudent is determining risk assessment, that is, risk of material misstatement associated with a given objective, including the opinion on the Township's annual financial statements.

The ultimate risk of failure to identify a material error is the product of three risk components:

- **A material error must occur.**
- **Internal controls must fail to identify and correct that error.**
- **The auditors' substantive procedures must fail to reveal the error.**

Factors that we consider in evaluating the risk of a given assertion being materially in error are:

	Material Error	
FACTOR	**LESS LIKELY**	**MORE LIKELY**
Monetary amount associated with an assertion	Low	High
Susceptibility of related assets to theft or misappropriation	Intangible or immovable assets	Negotiable instruments or valuable assets
Complexity of determining amounts to be entered in accounting records for the assertion	Simple	Complex
Degree of management judgment in financial statements for the assertion	Low	High
Past history of error in the assertion	No prior errors	Significant prior errors
Degree to which financial conditions may motivate management to misstate the assertion	Strong financial condition and/or no motivation to show certain results	Weak financial condition and/or motivation to show certain results
Experience of personnel involved in accounting functions	Experienced	New or inexperienced
Management (including senior accounting personnel) turnover during audit period	Nominal turnover	High turnover
Emphasis on meeting budget projections	Realistic	Extreme
Centralization of operation	Centralized	Decentralized
Contentious accounting issues	Infrequent, few	Frequent, many
Frequency and significance of hard-to-audit transactions	Low	High

AUDIT PLAN & APPROACHES (cont.)

Specific Audit Approach – Risk Assessment and Materiality (cont.):

Once risk has been assessed, the auditor then determines the quality and quantity of audit evidence required to limit that risk to an acceptable level.

Typical reactions to perceived higher risk take the form of:

- **Increased partner/manager involvement.**
- **Use of more experienced managers/seniors.**
- **Earlier partner/manager involvement.**
- **Substitution of tests closer to the balance sheet date.**
- **More extensive use of externally vs. internally generated evidence.**

We plan to concentrate our audit effort in those areas where the dollar volume of transactions is significant and/or the risk of material misstatement is greatest.

The concept of materiality is of fundamental importance to both financial statement preparers and auditors. Yet there are no universally agreed-upon numerical guidelines or specific criteria for determining whether a given fact is material. Further, materiality judgments are influenced significantly by surrounding facts and circumstances.

To minimize the level of audit effort in low-risk areas, we will make extensive use of analytical and quantitative techniques to support our opinion on the financial statements. We view analytical procedures and sampling as important tools to be included among the techniques to be used to assess audit risk. The audit tools used in each audit area will be matched against the specific audit risks of that area.

Analytical reviews involve examining trends and relationships in financial data. Analytical review procedures will play a significant role in the conduct of the Township's audit. These procedures will be important because extensive auditing and analyses are already being performed and high-transaction volumes and large numbers of individual small-dollar items prohibit a cost-effective audit using only detail testing. Reliance will be placed on analytical review procedures because they will:

- **Aid in identifying potential areas of audit concern.** Such concerns can be identified when unusual fluctuations occur in specific balances or when an operating unit's financial performance appears unusual relative to homogeneous group averages.

- **Assist in determining appropriate sampling structure and size.** The judgment about the extent of overall sampling required can be influenced by the amount and quality of corroborative analytical evidence. Analyses indicating that current account balances are close to expected year trend values provide evidence on which overall audit effort judgments can be made.

Our testing phase of the audit will consist of the following two types:

Compliance Testing: Compliance testing is performed when it is believed that the results thereof may be used to restrict substantive testing. The purpose of these tests is to determine whether the internal accounting controls identified are functioning as described and the Township's financial activities are being performed in accordance with various federal and state laws and regulations. Sampling techniques that are used to objectively select the appropriate number of transactions permit the formulation of reliable conclusions and allow for the determination of the characteristics of the data to be examined.

Our sampling strategy for compliance tests provides us with a rational and systematic approach to limit the extent of required substantive testing by directly impacting the required sample sizes for detailed test work.

AUDIT PLAN & APPROACHES (cont.)

Specific Audit Approach – Risk Assessment and Materiality (cont.):

Substantive Testing: The purpose of the substantive tests will be to provide reasonable assurance of the validity of the information produced by the accounting system. Such tests will include confirmations, review of invoices and their supporting documents, and so on.

Software to be Utilized: The following software programs are utilized in performing audits:

SOFTWARE	USE
Microsoft Excel	Electronic Spreadsheet.
Microsoft Word	Utilized extensively in our narratives.
Random Sample Generator	Utilized in developing the types of samples and components which will be tested within the sample size. Random sampling includes, but is not limited to, population, series, confidence level, stratified, unstratified and detection of errors.
Audit Program Generator	Utilized to assist auditors in preparing and tailoring audit programs for specific clients.
Accountant's Trial Balance	Utilized to prepare trial balance, financial statements, variance analysis between periods, etc.
T-Value	Utilized in interest and amortization schedules.
Mun-Ease	A fully-integrated software product that provides comprehensive debt calculations including sizing, refunding, TIC & NIC, arbitrage and rebate.
Pro System FX Engagement	Paperless work paper management system.

Audit Approach to Federal Title 2 of the Code of Federal Regulations and New Jersey OMB Circular 15-08 Audits – Single Audit:

The major phases of an examination under the proposed Federal Title 2 of the Code of Federal Regulations and OMB Circular 15-08 will include:

- **Background review and detailed survey**
- **Control systems evaluation and substantive testing**
- **Detailed testing**
  - for effectiveness of control systems
  - for compliance with laws and regulations
- **Audit conclusions briefing and report preparation**

We will gain an understanding of your operations, the flow of financial data among the significant account groups, the reporting process, and the internal accounting and administrative controls. This information will be vital to our developing a tentative plan for conducting Title 2 and 15-08 audits.

To the extent practicable, our approach will be to integrate our procedures with the financial statement audit so there will be no duplication of effort.

AUDIT PLAN & APPROACHES (cont.)

Audit Approach to Federal Title 2 of the Code of Federal Regulations and New Jersey OMB Circular 15-08 Audits – Single Audit (cont.):

This segment of the audit will give us information on an entity's federal and state financial assistance programs, the results of past audits, the systems in place for administering grant programs, and the federal and state reporting process. We will review pertinent records relative to federal and state awards, inquire and observe the support systems used to administer federal and state financial assistance programs, and walk related transactions through the system. We also will identify the fiscal, legal reporting and compliance requirements applicable to the various federal and state programs and design the audit protocols to be used in working with client personnel. In addition to the federal and state governments' specific requirements, this phase of the audit will also focus on any special audit needs revealed in our discussions with management.

Our internal control evaluation will determine the adequacy of accounting and administrative systems of internal controls; the extent of compliance with applicable federal and state laws and regulations; and the appropriateness of the reports made to federal and state program officials.

This objective requires that we study the systems of internal controls (accounting and administrative) using methods similar to those used for the financial statement audit. All systems related to major federal and state financial assistance programs, and those of certain non-major financial assistance programs will be included in this study, whether or not we intend to rely on such systems to limit substantive testing for other aspects of the audit.

Our study will determine if the systems of control are sufficient to ensure:

1. The allowability of costs charged to federal and state programs;
2. The eligibility of aid recipients;
3. Compliance with federal and state matching conditions;
4. Monitoring of sub-grantees;
5. The appropriateness of reports;
6. The appropriateness of indirect cost plans;
7. The timeliness of cash draw-downs; and
8. Compliance with other specific requirements.

Where applicable, we will use the OMB Compliance Supplement to identify specific tests for eligibility, matching share, earmarking requirements, reporting responsibilities, cash draw-downs, advance funding practices and specific program conditions.

At the conclusion of our audit, we will meet with client officials to discuss the results of our audit. If any exceptions related to noncompliance are noted, we will seek your input. Also, if you desire, we will meet with the cognizant federal and state audit agencies to discuss our audit reports.

COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

We propose the following all-inclusive not to exceed fee of **$55,500,** plus the costs associated with bank confirmations, if applicable, for preparation of the audit of the Township of Robbinsville for the calendar year ending December 31, 2023.

The above fee assumes that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary as a result of errors, omissions, misstatements, or other inadequacies in the financial records or as a result of a discovery of material weaknesses in the internal controls, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Additionally, should the Division of Local Government Services impose additional auditing requirements which would require us to expand our engagement beyond the procedures and tests presently contemplated, we will advise you in writing of any such circumstance that would require us to seek an adjustment of the above fee.

Invoices will be issued monthly as the audit services progress. If additional work is required to be performed, the following standard hourly rates would apply:

STANDARD HOURLY RATES	
Engagement Partner	**$225.00**
Quality Review Partner	**$225.00**
Principal	**$200.00**
Manager	**$185.00**
Senior	**$160.00**
Associate	**$120.00**
Audit Support	**$60.00**

Services to Include:

The 2023 Audit of the Township of Robbinsville's Financial Statements. Single audit and other non-audit services, if necessary, will be billed at standard hourly rates.

Prior to the undertaking of additional work, an estimated fee will be submitted for approval. Personnel will be selected to perform these additional duties that will provide the maximum benefit at the minimum cost.

SERVICES BEYOND THE CORE REQUIREMENTS

- **Advisory and Consulting Services**
  HMA specifically addresses the needs of clients through a variety of financial, governance and management consulting services. Our firm provides the following services: diligence services on issuance of temporary and permanent debt, verification services for debt refunding, forecasts and projections, business plans, strategic plans, alternate revenue streams, and cost allocation studies to name a few.

- **Operational Reviews**
  HMA has undertaken many different types of reviews for our clients and has the ability and experience to perform any type of operational review required by our clients.

SERVICES BEYOND THE CORE REQUIREMENTS (cont.)

- **Forensic and Investigation Services**
  HMA is staffed with a Certified Fraud Examiner who is highly qualified and experienced in the performance of in-depth and complex forensic investigations, which include management fraud, employee embezzlement and investment scams. Our highly qualified professionals assist in identifying and tracing fraudulent transactions. They provide a timely response to identify fraudulent activity, quantify the amount of the fraud, locate diverted assets, and institute preventive measures to guard against future frauds.

- **Internal Control Advisory Services**
  HMA offers a variety of services to assist clients in assessment and design of internal control systems. Our firm can review current operations and existing internal control documentation, provide an all-encompassing internal control and standard operating procedure manual, provide internal control training to staff to ensure staff are familiar with and understand the importance of maintaining internal controls in the organization.

ADDITIONAL FIRM INFORMATION

- **Affirmative Action**
  HMA has complied with all affirmative action requirements; a copy of our current Certificate of Employee Information Report is included in this proposal.

- **Judgments**
  HMA has never been adjudicated liable for professional malpractice.

- **Bankruptcy**
  HMA is not now and never has been involved in any bankruptcy or reorganization proceedings.

- **Federal, State & Professional Licenses**
  HMA is in possession of all appropriate federal and state licenses to conduct business. All assigned key professional staff are properly registered/licensed to practice in New Jersey. Licenses are included in this proposal.

- **Independence**
  No principal of HMA has any immediate relatives who are employees or elected officials of the Township of Robbinsville.

- **Employees**
  We would confirm that all work is performed by HMA personnel and qualified subcontractors, as needed.

- **Anti-Discrimination Provisions**
  HMA is in compliance with all applicable provisions of N.J.S.A. 10:2-1. Antidiscrimination provisions.

- **New Jersey Local Public Contracts Law**
  HMA fully complies with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq*)

CONCLUSION

The Township of Robbinsville deserves a high quality, cost efficient audit in order to devote your time and resources to providing services to the community. We are confident that in the pages of this proposal, we have demonstrated our capabilities, as well as our sincere desire, to work with the Township of Robbinsville. We would welcome the opportunity to present our proposal and qualifications to other decision makers, including those charged with governance.

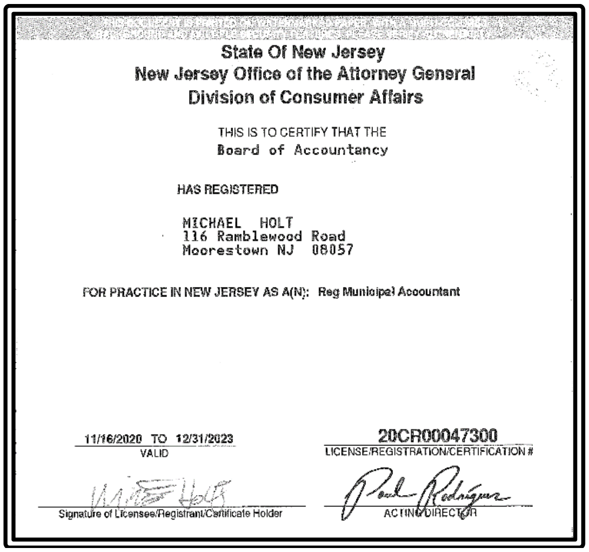
HOLT MCNALLY & ASSOCIATES

APPENDIX:

REQUIRED INFORMATION/FORMS

LICENSES

MICHAEL HOLT
RMA #20CR00047300
CPA #20CC01863800



State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

MICHAEL HOLT
116 Ramblewood Road
Moorestown NJ 08057

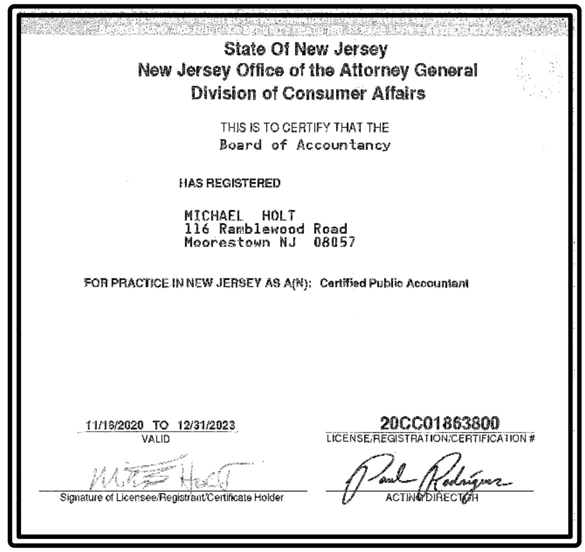
FOR PRACTICE IN NEW JERSEY AS A(N): Reg Municipal Accountant

11/16/2020 TO 12/31/2023
VALID

20CR00047300
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR



State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

MICHAEL HOLT
116 Ramblewood Road
Moorestown NJ 08057

FOR PRACTICE IN NEW JERSEY AS A(N): Certified Public Accountant

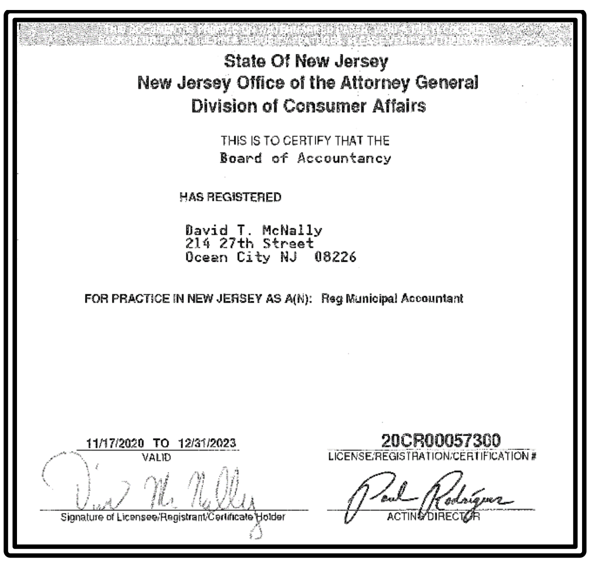
11/16/2020 TO 12/31/2023
VALID

20CC01863800
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

DAVID T. MCNALLY
RMA #20CR00057300
CPA #20CC03831000



State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

David T. McNally
214 27th Street
Ocean City NJ 08226

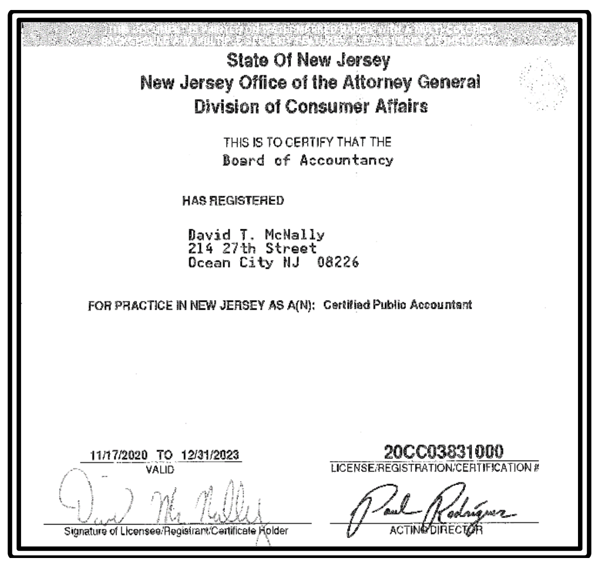
FOR PRACTICE IN NEW JERSEY AS A(N): Reg Municipal Accountant

11/17/2020 TO 12/31/2023
VALID

20CR00057300
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR



State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

David T. McNally
214 27th Street
Ocean City NJ 08226

FOR PRACTICE IN NEW JERSEY AS A(N): Certified Public Accountant

11/17/2020 TO 12/31/2023
VALID

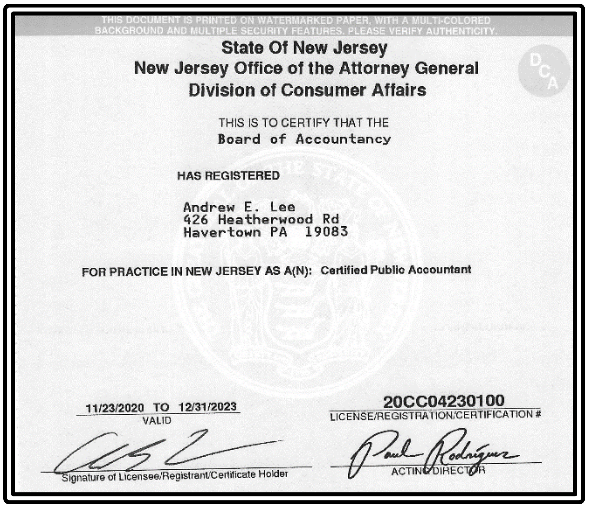
20CC03831000
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

LICENSES (cont.)

ANDREW E. LEE
CPA #20CC02212300



THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

Andrew E. Lee
426 Heatherwood Rd
Havertown PA 19083

FOR PRACTICE IN NEW JERSEY AS A(N): Certified Public Accountant

11/23/2020 TO 12/31/2023
VALID

20CC04230100
LICENSE/REGISTRATION/CERTIFICATION #

Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

Robbinsville Township PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an INDIVIDUAL, sign name and give the following information:

Name:

Address:

Telephone No.:

Fax No.: E-Mail:

If individual has a TRADE NAME, give such trade name:

Trading As: Telephone No.:

****
****

**** If the Professional Service Entity is a PARTNERSHIP, give the following information:

Name of Partners:

Firm Name:

Address:

Telephone No.:

Fax No.: E-Mail:

Signature of authorized agent:

****
****
*** If the Professional Service Entity is INCORPORATED, give the following information:

State under whose laws incorporated: **New Jersey**

Location of principal office: **618 Stokes Road, Medford, New Jersey, 08055**

Telephone No.: **609-953-0612**

Fax No.: **609-257-0008** E-Mail: **mholt@hmacpainc.com**

Name of agent in charge of said office upon whom notice may be legally served: **Michael Holt**

Telephone No.: **609-953-0612**

Name of Corporation: **Holt McNally & Associates, Inc.**

Signature: Michael Holt By: **Michael Holt**

Title: **President**

Address: **618 Stokes Road, Medford, New Jersey, 08055**

Robbinsville
Township
SUBMISSION
FORM
(Additional sheets may be used but please use item number)

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

1) MICHAEL HOLT, CPA, RMA, PSA
Certified Public Accountant - #20CC01863800
Registered Municipal Accountant - #20CR00047300
Public School Accountant - #20CS00114800
Michael Holt, CPA, RMA, PSA, is a member of the American Institute of Certified Public Accountants, New Jersey Society of Certified Public Accountants and a Trustee of the Registered Municipal Accountants Association of New Jersey. Mr. Holt has also received accreditation as a Certified Municipal Finance Officer. Michael is a graduate of La Salle University and has over 35 years of experience auditing governmental units. In 2020, Michael Holt partnered with David McNally to form Holt McNally & Associates, Inc.
Mr. Holt's auditing experience includes dozens of municipalities including Robbinsville Township, City of Bordentown, East Greenwich Township, Haddon Township, North Hanover Township, Moorestown Township, Washington Township and Woolwich Township.
As Engagement Partner, Mr. Holt will be the partner who the Township would deal directly with in most situations. He will be responsible for the overall planning, review, audit presentation and generally overseeing the entire audit process.

2) DAVID T. MCNALLY, CPA, RMA, PSA
Certified Public Accountant - #20CC03831000
Registered Municipal Accountant - #20CR00057300
Public School Accountant - #20CS00261600
David T. McNally, CPA, RMA, PSA, is a member of the American Institute of Certified Public Accountants, the New Jersey Society of Certified Public Accountants and the Registered Municipal Accountants Association. A graduate of Rowan University, David has over 16 years of public accounting experience and in 2020 partnered with Michael Holt to form Holt McNally & Associates, Inc. David possesses a wealth of knowledge and has over 15 years specializing in local governmental audit, accounting and consulting.
A sample of his municipality audit experience includes Robbinsville Township, Bass River Township, Burlington Township, Cranbury Township, East Greenwich Township, and Woodland Township.
As Quality Review Partner, Mr. McNally will be involved in various aspects of the audit process, including performing a final review of all documents to ensure compliance with regulations outlined by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants. The Quality Review Partner also serves as back-up if the Engagement Partner is not available.

3) ANDREW E. LEE, CPA, PSA
Certified Public Accountant - #20CC03960500
Public School Accountant - #20CS00273700
Andrew Lee, CPA, received his B.S. in Accounting from Rowan University and is a member of both the New Jersey Society of Certified Public Accountants and American Institute of Certified Public Accountants. Andrew joined Holman Frenia Allison, P.C. in 2009 and Holt McNally & Associates, Inc. in 2020 and brings with him over 15 years of governmental audit and accounting experience.
A sample of his municipality audit experience includes Robbinsville Township, City of Bordentown, Fieldsboro Borough, Franklin Township, Southampton Township, Moorestown Township, and Woodland Township.
As Audit Manager, Mr. Lee will be responsible for the direct supervision of all staff accountants. The Audit Manager reports directly to the Engagement Partner.

2. References and record of success of same or similar service:

CLIENT	CONTACT PERSON	TITLE	TELEPHONE
Audubon Park, Borough of	Dawn Pennock	Clerk	856-547-5236
Bass River Township	Jenny Gleghorn	Clerk	609-296-3337
Bordentown City	Margaret Peak	CFO	609-298-0604
Burlington Township	Dawn Bass	CFO	609-298-2800
Cranbury Township	Debra Rubin	Clerk	609-664-3133
East Greenwich Township	Elizabeth McGill	Clerk	856-423-0654
Elk, Township of	Stephen Considine	CFO	856-881-6525
Fieldsboro Borough	Patrice Hansell	Clerk	609-298-1616
Florence Township	Nancy Erlston	Clerk	609-499-2525
Haddon Township	Jack Bruno	CFO	609-856-1176
Lower Alloways Creek Township	Kevin Clour	CFO	856-935-2556
Moorestown Township	Thomas Merchel	CFO	856-914-3003
Mullica Township	Dawn Stollenwerk	CFO	609-561-7070
North Hanover Township	Mary Picariello	Clerk	609-758-3923
Pitman, Borough of	Stephen Considine	CFO	856-589-3522
Robbinsville Township	Deborah Bauer	CFO	609-426-0045
Southampton Township	Kathleen Hoffman	Clerk	609-859-2736
Tabernacle Township	Maryalice Brown	Clerk	609-268-1220
Washington Township	Christine Ciallella	Clerk	856-589-0520
Woodland Township	Maryalice Brown	Clerk	609-726-1700
Woolwich Township	Lois Yarrington	CFO	856-467-2666

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

All of our team members work together to provide you with a full- service team and address the needs of your entity. With proper coordination and planning, we commit to complete all work within your specified time frame.

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

STANDARD HOURLY RATES	
Engagement Partner	$225.00
Quality Review Partner	$225.00
Principal	$200.00
Manager	$185.00
Senior	$160.00
Associate	$120.00
Audit Support	$60.00

We propose the following all-inclusive not to exceed fee of $55,500, plus the costs associated with bank confirmations, if applicable, for preparation of the audit of the Township of Robbinsville for the calendar year ending December 31, 2023.

Firm: **Holt McNally & Associates, Inc.** Date: **October 18, 2023**

Authorized Representative (Print): **Michael Holt**

Signature: Michael Holt Title: **President/Partner**

Telephone #: **609-953-0612** Fax #: **609-257-0008**

Email: **mholt@hmacpainc.com**

P.L. 1975, C. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicant are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities and labor unions that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal Law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

Holt McNally & Associates, Inc.	Michael Holt	October 18, 2023
Company	***Authorized Signature***	***Date***

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Holt McNally & Associates, Inc.   SIGNATURE: Michael Holt

PRINT NAME: Michael Holt   TITLE: President

DATE: October 18, 2023

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 62348

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-JAN-2020 to 15-JAN-2027

HOLT MCNALLY & ASSOCIATES, INC.
618 STOKES ROAD
MEDFORD NJ 08055

ELIZABETH MAHER MUOIO
State Treasurer

Americans with Disabilities Act of 1990

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C~ S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any act benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER must any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its OWN expense.

> The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with frill and complete particulars of the claim. if any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.
>
> It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.
>
> It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor’s obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Business Name (Print): Holt McNally & Associates, Inc.

Representative’s Name Michael Holt

(Print): Representative’s Michael Holt

Title: President/Partner Representative’s Signature: Michael Holt

Phone: 609-953-0612 **Date:** October 18, 2023

TOWNSHIP OF ROBBINSVILLE
Disclosure of Investment Activities in Iran

Bidder Name: Holt McNally & Associates, Inc.

Part 1: Certification
BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**.

Pursuant to Public Law 2021, c. 4, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non- responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX:

X — I certify, pursuant to Public Law 2021, c. 4, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2021, c. 4 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.
Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: Additional Information
PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activates in Iran on additional sheets provided by you.

Part 3: Certification
I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the TOWNSHIP OF ROBBINSVILLE is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the TOWNSHIP OF ROBBINSVILLE to notify the TOWNSHIP OF

ROBBINSVILLE in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the TOWNSHIP OF ROBBINSVILLE and that the TOWNSHIP OF ROBBINSVILLE at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Michael Holt

Title: President/Partner

Signature: Michael Holt

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity	Holt McNally & Associates, Inc.

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS

☒	*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS	
☒	*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.)
IF UNABLE TO CERTIFY	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u>*

Part 2: Additional Information

<u>PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.</u>

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information
I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. *I acknowledge that the Township of Robbinsville is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township of Robbinsville to notify the Township of Robbinsville in any changes to the answers of information contained herein.* *I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Robbinsville and that the Township of Robbinsville at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)	Michael Holt	**Title**	President
Signature	Michael Holt	**Date**	October 18, 2023

PAY TO PLAY ADVISORY

Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)

Any business entity that has received $50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact
ELEC at: 1-888-313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

Initials MH

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name: HOLT MCNALLY & ASSOCIATES, INC.		
Address: 618 STOKES ROAD		
City: MEDFORD	State: NJ	Zip: 08055

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Michael Holt	Michael Holt	PRESIDENT
Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name/Date		Amount
	CONTINUING POLITICAL COMMITTEES:		
	BURLINGTON CO, CINNAMINSON		
HOLT MCNALLY & ASSOCIATES, INC.	E.F.O. McGill-Horner	5/17/23	1,500.00
	E.F.O. McGill-Horner	9/22/23	500.00
	GLOUCESTER CO		
HOLT MCNALLY & ASSOCIATES, INC.	Philbin, Wingate & Flaim	5/10/23	2,600.00
	Philbin, Wingate & Flaim	9/8/23	1,000.00
	GLOUCESTER CO, HARRISON		
HOLT MCNALLY & ASSOCIATES, INC.	Kevin French	6/20/23	500.00
	Kevin French	9/19/23	1,000.00
	BURLINGTON CO, FLORENCE		
HOLT MCNALLY & ASSOCIATES, INC.	Florence Twp. Republican Club	8/24/23	650.00
	GLOUCESTER CO, WOOLWICH		
HOLT MCNALLY & ASSOCIATES, INC.	Callahan & Watkins	9/22/23	$1,000.00

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Holt McNally & Associates, Inc.

Organization Address: 618 Stokes Road, Medford, NJ 08055

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): ______________________________

Part II

☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (SKIP TO PART IV)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address
Michael Holt	618 Stokes Road, Medford, NJ, 08055
David T. McNally	618 Stokes Road, Medford, NJ, 08055

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page **#'s**

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *Township* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *Township to* notify the Township in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Township to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Michael Holt	Title:	President/Partner
Signature:	Michael Holt	Date:	October 18, 2023

CERTIFICATE OF GOOD STANDING

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
SHORT FORM STANDING

HOLT MCNALLY & ASSOCIATES INC.
0101054206

I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic For-Profit Corporation was registered by this office on December 04, 2019.

As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.

I further certify that the registered agent and office are:

MICHAEL HOLT
618 STOKES ROAD
MEDFORD, NJ 08055

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 6th day of March, 2023

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 6109415605

Verify this certificate online at

https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	HOLT MCNALLY & ASSOCIATES INC.
Trade Name:	
Address:	618 STOKES ROAD MEDFORD, NJ 08055
Certificate Number:	2405617
Effective Date:	December 09, 2019
Date of Issuance:	March 1, 2023

For Office Use Only:

20220224091737852

FIRM REGISTRATION

BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

State Of New Jersey
New Jersey Office of the Attorney General
Division of Consumer Affairs

THIS IS TO CERTIFY THAT THE
Board of Accountancy

HAS REGISTERED

HOLT MCNALLY & ASSOCIATES INC.
MICHAEL HOLT
618 Stokes Road
Medford NJ 08055

FOR PRACTICE IN NEW JERSEY AS A(N): Firm Registration

05/14/2021 TO 06/30/2024
VALID

20CB00755100
LICENSE/REGISTRATION/CERTIFICATION #

Mike Holt
Signature of Licensee/Registrant/Certificate Holder

ACTING DIRECTOR

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Insurance Agency Management
230 High Street
P.O. Box 158
Burlington NJ 08016

CONTACT NAME: Karen Kendra
PHONE (A/C, No, Ext): (609) 953-2282 FAX (A/C, No): (609) 953-7719
E-MAIL ADDRESS: xxxxxxx@xxxxxxx.xxx

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	The Travelers Indemnity Company of America	25666
INSURER B :	The Travelers Property Casualty Insurance Company of	25674
INSURER C :	The Charter Oak Fire Ins. Company	25615
INSURER D :	Navigators Insurance Company	42307
INSURER E :	National Casualty Insurance Company	37877
INSURER F :		

INSURED

Holt McNally & Associates, PC
618 Stokes Road
Medford NJ 08055

COVERAGES **CERTIFICATE NUMBER:** CL22122847915 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC; OTHER:			6805P175265	01/01/2023	01/01/2024	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
								$
A	AUTOMOBILE LIABILITY; [ ] ANY AUTO; [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS; [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			6805P175265	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	[X] UMBRELLA LIAB [X] OCCUR; EXCESS LIAB [ ] CLAIMS-MADE; DED [X] RETENTION $ 5,000			CUP5P215058	01/01/2023	01/01/2024	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N; If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB5P214873	01/01/2023	01/01/2024	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	PROFESSIONAL LIABILITY			NY23APLZ042YXIV	01/01/2023	01/01/2024	LIMIT OF LIABILITY	$1,000,000
							AGGREGATE LIMIT	$2,000,000
							DEDUCTIBLE	$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Holt McNally & Associates, Inc.
618 Stokes Road
Medford NJ 08055

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

BUCKNO
LISICKY
& COMPANY
BUCKNOLISICKY.COM
A Professional Corporation
Certified Public Accountants | Business Consultants

Report on the Firm's System of Quality Control

September 30, 2021

To the Partners of Holt McNally & Associates, Inc.
and the Peer Review Committee of the New Jersey
Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Holt McNally & Associates, Inc. (the firm) in effect for the year ended December 31, 2020. 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.

Firm's Responsibility

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.

Peer Reviewer's Responsibility

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.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

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.

Two City Center, 645 Hamilton Street, Suite 204, Allentown, PA 18101 ~ 610.821.8580 ~ fax 610.821.9679
444 Main Street, Bethlehem, PA 18018 ~ 610.691.0113 ~ fax 610.691.5273
1167 Interchange Road, Lehighton, PA 18235 ~ 610.377.6960 ~ fax 610.377.6980
2 Ridgedale Avenue, Suite 205, Cedar Knolls, NJ 07927 ~ 973.984.0100 ~ fax 973.984.7467

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Holt McNally & Associates, Inc. in effect for the year ended December 31, 2020 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 *pass, pass with deficiency(ies)* or *fail*. Holt McNally & Associates, Inc. has received a peer review rating of *pass*.

Buckno Lisicky + Company

Buckno Lisicky & Company

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Holt McNally & Associates, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) N/A

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
618 Stokes Road

Requester's name and address (optional)

6 City, state, and ZIP code
Medford, NJ 08055

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

_ _ _ – _ _ – _ _ _ _

or

Employer identification number

[redacted]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶** January 12, 2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*