

P.O. Box 113  
Canton, MS 39046-0113

Canton Fax: 601-859-0322  
Ridgeland Fax: 601-898-0731

**Kay Pace**  
Tax Collector  
Madison County

Canton: 601-859-5226  
Flora: 601-879-9537  
Ridgeland: 601-856-4472  
Toll Free: 800-428-0584

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May 26, 2016

Mr. Trey Baxter, President  
Madison County Board of Supervisors  
PO Box 608  
Canton, Mississippi 39046-0608

Re: Request for Lefoldt & Co., PA to provide services for the office of the Tax  
Collector of Madison County

Dear Mr. Baxter and Board Members:

I respectfully request that the Board of Supervisors acknowledge and approve the proposal of Lefoldt & Co., P.A. to provide Certified Public Accountant services to this office, attached and submitted along with this letter. I feel that their services will continue to be in the best interests of Madison County and the people who we serve.

I also request that an audit be performed by Lefoldt & Co., P.A. once a year to maintain the integrity of this office and the trust placed in me as their elected Tax Collector. At the time of a yearly audit this company will submit an audit fee proposal to this Board for recognition and approval.

Sincerely,



Kay Pace, Tax Collector  
Madison County

Enclosure (1)

**LEFOLDT & Co., P.A.**

CERTIFIED PUBLIC ACCOUNTANTS

May 24, 2016

Ms. Kay Pace  
Madison County Tax Collector  
P.O. Box 113  
Canton, MS 39046

Dear Ms. Pace:

We are pleased to submit this proposal to provide services for the Madison County Tax Collector's office.

We will provide accounting assistance in preparing the monthly cash journals and reconciling the monthly bank statements related to the cash accounts used by the tax collector's office. We are also available to provide assistance on any accounting related issues related to the tax collector's office.

Our fees will be based on the time we spend and the qualifications of the personnel required to handle the engagement with hourly rates as follows:

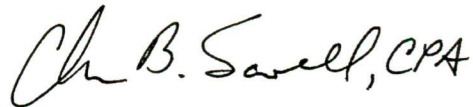
Partner	<u>\$210.00</u>
Senior Accountant	<u>\$125.00</u>

We estimate this assistance will take approximately eight (8) to ten (10) hours per month until the tax collector's office staff is fully trained.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our proposal.

Very truly yours,

LEFOLDT & CO., P.A.

  
Chris B. Savell, CPA