

## WORK ORDER A-1

March 6, 2017

Madison County Board of Supervisors  
Attn: Mr. Shelton Vance, County Administrator  
125 West North Street  
Canton, MS 39046

This Work Order is made as of March 6, 2017, pursuant to a Master Services Agreement (the Agreement) dated December 19, 2016, by and between Madison County Board of Supervisors and **BKD, LLP** (BKD). This Work Order A-1 shall pertain to Work performed by BKD for the Madison County Board of Supervisors.

### SCOPE OF WORK

BKD will provide assistance with the following evaluation of Madison County's payroll system. The work performed as outlined below shall be limited to the time period between January 1, 2016 and December 31, 2016 (the Period), unless otherwise indicated.

#### *I. Evaluate Payroll processes*

- a. Read the County's policies and procedures relating to payroll (e.g., Payroll Manual, Madison County Mississippi Handbook, Sheriff's Department payroll procedures, Road Department payroll procedures, etc.)*
- b. Submit payroll Internal Control Questionnaires to be completed by County Payroll and Human Resources Department staff*
- c. Interview County Payroll and Human Resources Department employees, as necessary*
- d. Perform walkthroughs of the payroll process for County payroll, Sheriff's Department payroll and Road Department payroll, including approval of hours to be paid and accumulation of time sheets and data found therein*
- e. Evaluate a sample of employee timesheets and recalculate their payroll for verification of the accuracy of the payroll calculation process (sampled from new hires, part-time, full-time and employees who have left the County's employment*



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This engagement is not designed to prevent or discover errors, misrepresentations, fraud or illegal acts, and you agree we have no such responsibility.

We have not been engaged to provide an opinion with respect to the effectiveness of your controls over financial reporting or the degree of compliance with your policies and procedures or applicable laws and/or regulations. Regulatory authorities may interpret circumstances differently than we do. In addition, the applicable laws, regulations and regulators' enforcement activities may change over time.

Our services do not include interpretation of legal matters. You should seek the advice of legal counsel in such matters.

### **YOUR RESPONSIBILITIES**

You agree to supply us with the necessary information and allow us access to personnel to assist in performing our services. A list of information and assistance that management will need to provide will be supplied by us prior to the beginning of our engagement. Your failure to fulfill this responsibility in a timely manner may impair our ability to provide service.

We will not make management decisions or perform management responsibilities, the responsibility for which remains with management and the Madison County Board of Supervisors.

### **KEY ROLES**

Madison County Board of Supervisors has designated Mr. Shelton Vance, County Administrator as project executive and project manager for this project. Mr. Vance will be responsible for project quality assurance for the Madison County Board of Supervisors.

BKD has designated Mr. Wil Crawford as project executive for this Work. Ms. Shauna Woody-Coussens will serve as project manager and Ms. Woody-Coussens will be responsible for project quality assurance for BKD.

### **FEE ARRANGEMENTS**

Fees for BKD services are based primarily on the complexity of the work undertaken and the amount of time required to perform it. Hourly rates for services through October 31, 2017 are detailed in the December 19, 2016 Agreement. Based on BKD's understanding of the Madison

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County Board of Supervisors' needs and BKD's experience with similar Work, BKD estimates the following professional fees:

- Payroll Evaluation Services \$22,500.00
- Optional Forensic Data Mining Services \$ 7,500.00

Fees for hours expended at our agreed upon hourly rates and related travel time and administrative fees will be billed and are due on the same terms as those in the Agreement.

A deposit of \$5,625.00 is required and will be credited against the final invoice. BKD will provide the Madison County Board of Supervisors with an invoice for this amount at the start of the project.

**DELIVERY SCHEDULE**

Time for completion will depend on when Work Order A-1 is approved by signature. BKD estimates that the Work will be completed approximately 30-45 calendar days after project start.

**OTHER MATTERS**

The term of the Work provided under this Work Order A-1 shall commence at an agreed up date in March 2017 and shall expire on completion of the deliverables.

This Work Order A-1 serves as an addendum to the Agreement and serves to clarify BKD's understanding of the Work desired by the Madison County Board of Supervisors, but does not modify any other rights, restrictions or agreements contained in the Agreement.

BKD, LLP

*BKD, LLP*

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The services and arrangements described in this letter are in accordance with our understanding and are acceptable to us. With regard to the optional forensic data mining procedures, please mark the appropriate choice.

We accept the Optional Forensic Data Mining Services and fee.  
 We decline the Optional Forensic Data Mining Services and fee.

**MADISON COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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