



Priddle-Luck Professional Corporation
Chartered Professional Accountant

March 23, 2022

**Algoma Nurse Practitioner-Led Clinic
443 Northern Avenue
Sault Ste. Marie, ON P6B 4L3**

Attention: Catherine Cartmill, Administrative Assistant

Re: Audit Proposal – Algoma Nurse Practitioner-Led Clinic for March 31, 2022 year end

Thank you for giving me the opportunity to submit a proposal for your Audit Engagement.

Priddle-Luck Professional Corporation is a regional firm with offices in Sault Ste Marie and Elliot Lake. The owner and Chartered Professional Accountant, Suzanne Priddle-Luck has provided service in auditing, accounting, taxation, computer advisory and management services to various profit, not-for-profit and government entities. The Priddle-Luck Professional Corporation client base includes small to medium size clients.

Priddle-Luck Professional Corporation's involvement includes many types of not-for-profit organizations. Revenues for these clients range from a few thousand dollars to millions of dollars. The Algoma Nurse Practitioner-Led Clinic audit engagement is a perfect fit for my firm as we are large enough to handle an audit of this size and small enough to provide outstanding personal service on a consistent basis. Our roster of not-for-profit clients grows exponentially each year as I am able to keep costs to a minimum and service to a maximum.

Not-for-Profit Audit clients:

- **Riverside Christian Children's Centre**
- **Sault Amateur Soccer Association**
- **The Kensington Conservancy**
- **The Renaissance Seniors' Centre**

Other assurance and bookkeeping clients:

- **United Way of Sault Ste. Marie**
- **Royal Canadian Legion Branch 25**
- **DiversityCanada Foundation**

Client Service Team:

We believe that we have a strong client service team to meet your needs. The key individual and all senior team members have experience working with not-for-profit organizations.

Owner - Suzanne Priddle-Luck, CPA, CA, CPA (Illinois)

Professional Experience:

Suzanne provides accounting, auditing and tax services to her clients. Suzanne is a strong leader with excellent client management skills. She enjoys working with the not-for-profit sector and strives to provide value-added services to his clients.

Suzanne will be responsible for the overall audit methodology and ensuring that the audit is properly planned, supervised and reviewed. Suzanne will be responsible to ensure that all client deadlines and issues are met and addressed. She will also be the audit senior responsible for the execution of the audit and will maintain a key relationship with your organization. .

Team members:

Patricia Munroe and Hunter Greer will be the team members on the audit. Continuity of team members is paramount to our client service goals; therefore, we will endeavor to ensure that the team members included on the engagement will be included throughout the three year term.

Estimated hours:

Partner	8 hours x \$175 per hour	\$1,400
Team Member	36 hours x \$70 per hour	\$2,520
Administration	4 hours x \$50 per hour	\$200
Total Estimated Fee:		\$4,120

Based on my understanding of your organization, I have estimated professional fees to be as follows:

	2023	2021	2022
Algoma Nurse Practitioner-Led Clinic	\$4,120	4,240	\$4,370

* HST will be added to the above fees

The above noted fees are a total estimate of the provision of audit services.

- (i) Should our standard time charges amount to less than the above – We will bill you the lesser amount.
- (ii) Out of pocket costs for team member are included in our fee proposal.
- (iii) Any special professional services rendered by us which are outside the normal scope of a contemporary assurance engagement (and which would not impair our independence) would be billed to you separately, with such amount agreed with you in advance of our undertaking of such additional professional services.
- (iv) We do not propose any penalty on our firm as we assure that we will comply with all deadlines imposed unless the Algoma Nurse Practitioner-Led Clinic is unable to comply with the timelines provided.

Other services offered by Priddle-Luck Professional Corporation:

- Taxation
 - HST rebate assistance
 - Canadian and US tax services
- Consulting
 - Software training and support – including Quickbooks
 - Bookkeeping training and support
 - Performance management
 - Risk management
 - Strategic business planning
 - Corporate governance
 - Accounting support

My philosophy in performing each of my engagements is to provide the maximum in professional client service at a reasonable cost and deliver great value. My intent is to provide you with service and attention that is second to none. I look forward to starting my relationship with Algoma Nurse Practitioner-Led Clinic, and I want you to view Priddle-Luck Professional Corporation as an integral part of your team.

Yours sincerely,



Suzanne Priddle-Luck, CPA, CA, CPA (Illinois)