

**ILLINOIS STATE HISTORICAL SOCIETY**

Proposal to Provide  
Audit Services

Table of Contents

Transmittal Letter.....	1
Experience .....	2
Scope of Service and Professional Fees.....	3

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

**Robin L. Malloy**  
CERTIFIED PUBLIC ACCOUNTANT

MEMBER  
ILLINOIS CPA SOCIETY

648 West Vine Street  
Springfield, Illinois 62704  
217/971-0166  
Rmalloy79@att.net

April 28, 2020

Illinois State Historical Society  
5255 Shepherd Road  
Springfield, IL 62703

Dear Board of Directors:

Thank you for the opportunity to submit this proposal to continue to provide audit and tax services to the Illinois State Historical Society. This proposal provides information on my updated experience and qualifications.

I would like to say that I would be honored to continue to be able to assist with your audit. I perform all audits in accordance with all applicable accounting and auditing standards. I am available to discuss this proposal more fully with you and answer any questions at your convenience.

Very truly yours,

*Robin Malloy*

Robin L. Malloy  
Certified Public Accountant

## **EXPERIENCE**

I am a local certified public accountant that has had the privilege of working at public accounting firms and recently have started my own practice. My office is in Springfield, Illinois. I serve clients ranging from very large national, medium and smaller size organizations, which include governmental, not-for-profit organizations and for-profit entities. I have 18 years auditing and accounting experience primarily in audits of governmental entities, not-for-profits, and for-profit entities.

I provide the following services:

**Accounting and Auditing** – My practice is involved in providing accounting and auditing services for not-for-profit organizations and for-profit entities. I have extensive experience in not-for-profit accounting and auditing. In my experience, I have provided audits to approximately twenty-nine (29) governmental clients, six (6) school districts, three (3) banks, twenty-five (25) not-for-profit clients, and nine (9) for-profit clients in the past four years through Estes, Bridgewater and Ogden and two years through Pehlman and Dold, PC. I attend seminars annually to keep updated on the latest issues which affect governmental, schools, banks, not-for-profit organizations and for-profits.

**Tax Planning and Preparation**- I provide tax services to my clients, which include tax return preparation and tax research for individuals, partnerships, corporations, estates, trusts and not-for-profit organizations. I also represent clients before various regulatory agencies such as the Internal Revenue Service and the Illinois Department of Revenue. I have prepared approximately 450 federal and state tax returns in the past four years through Estes, Bridgewater and Ogden and two years through Pehlman and Dold, PC.

**Computer Consulting** - I offer a wide range of services to my clients regarding installation of computerized accounting systems, computerized general ledger and journals, computer-prepared financial statements, and the preparation of federal and state income and information tax returns. I am also a QuickBooks Certified ProAdvisor.

**PROPOSED FEES**

My proposed fees for the Illinois State Historical Society would be as follows:

- Preparation of two (2) Form 5500's: \$500.00
- Monthly analysis of investment transactions: \$50.00 per month
- Audit of the financial statements for the year ended December 31, 2020 and preparation of IRS Form 990: \$5,000.00

These fees would be applicable to the years ended 2021 through 2025, assuming accounting records are in order and no unexpected circumstances occur.

I appreciate being considered and I can assure you that if this proposal is accepted, I will give the assignment my close and continued attention. I am available to discuss this proposal, my practice, or other qualifications with you at your convenience.