

## NOTIFICATION OF WILLINGNESS TO PROVIDE NONAUDIT SERVICES

<b>Firm:</b>	Douglas A. Hollowell, PC
<b>Address:</b>	1500 W. Ehringhaus Street PO Box 1387 Elizabeth Cith, NC 27909
<b>Firm Contacts:</b>	Donna Hollowell Winborne, CPA
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<b>Type Services Non-Audit Firm Will Provide</b>	
<ul style="list-style-type: none"><li>• Monthly Bookkeeping</li><li>• Payroll</li><li>• Preparation of Interim Financial Reports</li></ul>	<ul style="list-style-type: none"><li>• Preparation of Annual Financial Statements</li><li>• Year-End bookkeeping Preparation for Annual Audit</li><li>• Preparation of only Management's Discussion and Analysis of the Statements</li></ul>
<b>Areas of the State in Which the Firm Will Provide the Service</b>	
North East North Carolina	
<b>Types of Units That the Firm Will Serve:</b>	
<ul style="list-style-type: none"><li>• Municipalities</li><li>• Regional Airports</li></ul>	<ul style="list-style-type: none"><li>• Counties</li><li>• School Boards</li></ul>
<b>Relevant Experience:</b>	
Auditor of city of Elizabeth City, Pasquotank County, Elizabeth City-Pasquotank Board of Education, Edenton-Chowan Board of Education, Elizabeth City-Pasquotank Regional Airport.	