



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#)

Procurement Folder: 330243

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 1300

Vendor ID: VS0000012910

SO Doc ID: STO1700000006

Legal Name: Specialty Audit Services, LLC

Published Date: 5/25/17

Alias/DBA:

Close Date: 6/8/17

Total Bid: \$0.00

Close Time: 13:30

Response Date: 06/05/2017

Status: Closed

Response Time: 15:18

Solicitation Description: Addendum No. 1 - Professional Auditing Services for UP

Total of Header Attachments: 1

Total of All Attachments: 1



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 330243

Solicitation Description : Addendum No. 1 - Professional Auditing Services for UP

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-06-08 13:30:00	SR 1300 ESR06051700000006050	1

VENDOR
VS0000012910 Specialty Audit Services, LLC

Solicitation Number: CRFQ 1300 STO1700000006

Total Bid : \$0.00

Response Date: 2017-06-05

Response Time: 15:18:31

Comments:

FOR INFORMATION CONTACT THE BUYER
 Tara Lyle
 (304) 558-2544
 tara.l.lyle@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Audit services	0.00000	LS	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :	Audit services
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Comments: Lump Sum

SPECIALTY AUDIT SERVICES, LLC
724 MONTGOMERY AVENUE
NARBERTH, PA 19072
PH (610) 617-0452 FAX (610) 617-0459

Via wvOASIS

June 5, 2017

West Virginia State Treasurer's Office
Attn: Tara Lyle, Buyer Supervisor
322 70th Street, SE
Charleston, WV 25304
Tara.l.lyle@wv.gov

Dear Ms. Lyle:


Please accept this response to the West Virginia State Treasurer's Office, Unclaimed Property Division's (the "State") Request for Proposals for Professional Auditing Services to provide examinations of unclaimed property holders' records, as described in Solicitation CRFQ STO1700000006. Included with this letter is one (1) electronic Proposal.

This letter serves as the official statement from Specialty Audit Services, LLC ("SAS") indicating our willingness to perform professional services as detailed in the State's Request for Proposal ("RFP") and acceptance of the conditions outlined in the proposal. SAS works to promote objectivity, accountability and transparency through our various state contracts in identifying and remitting unclaimed property. We consistently apply this philosophy in all of our exams and will continue to do so if awarded a contract by the State of West Virginia.

Pursuant to the requirements of the RFP, SAS is providing all of the information necessary for a complete response which is attached to this transmittal letter as our proposal.

Please find our qualifications and all of the information required to respond to the RFP in the attached proposal. If you have any questions or require additional information, please contact me at (610) 617-0452, extension 105.

Very truly yours,


Michael Danowitz
Principal



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 – Service - Prof

Proc Folder: 330243

Doc Description: Addendum No. 1 - Professional Auditing Services for UP

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-25	2017-06-08 13:30:00	CRFQ 1300 STO1700000006	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN #

20-1405306

DATE

6/5/2017

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No. 1 - to provide responses to vendor questions and to extend the bid opening from 06/01/2017 to 06/08/2017. The bid opening time remains at 1:30 pm. See attached pages.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Audit services	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :
Audit services

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical questions due by 4:00 pm	2017-05-22

STO170000006	Document Phase Draft	Document Description Addendum No. 1 - Professional Auditing Services for UP	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 - Service - Prof

Proc Folder: 330243

Doc Description: Professional Auditing Services for UP

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-12	2017-06-01 13:30:00	CRFQ 1300 STO1700000006	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
 (304) 558-2544
 tara.l.yle@wv.gov

Signature X

FEIN # 20-1405306

DATE 6/5/2017

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia State Treasurer's Office, Unclaimed Property Division, to establish an open-end contract for Professional Auditing Services to provide examinations of unclaimed property holder's records, per the attached documentation.

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV25304	CHARLESTON	WV 25304
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Audit services	0.00000	LS		

Comm Code	Manufacturer	Specification	Model #
84111600			

Extended Description :
Audit services

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical questions due by 4:00 pm	2017-05-22

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications. By signing and submitting its bid, Vendor certifies that it has the minimum qualifications. Vendor shall provide complete responses to each requirement and provide any additional information as requested in this section. All required documents should be provided with Vendor's bid and shall be provided within 24 hours of request.

3.1. Organization: The Vendor must be of sufficient size and organization to provide the Services required by the STO. Describe the Vendor, discussing organizational structure, size, ownership, experience and the Vendor's ability, capacity and qualifications for performing the services contemplated by this RFQ.

Specialty Audit Services, LLC (“SAS”) is pleased to submit this response to the West Virginia State Treasurer Office’s (the “State”) Request for Quotation for Professional Auditing Services to provide examinations of unclaimed property holders’ records. In submitting this bid, SAS certifies that it meets the minimum qualifications and that it has the capabilities and resources to provide the State with professional unclaimed property auditing services to identify, collect, and deliver to West Virginia all types of unclaimed property in accordance with *W. Va. Code § 36-8-1, et seq.*

SAS, owned by Principals Michael Danowitz and Jason Gordon, is entering its thirteenth year of exclusively providing abandoned and unclaimed property examination services as a third-party auditor for state governments. SAS has never represented holders or assisted property owners and can provide West Virginia with a team of unclaimed property professionals who have the knowledge, experience, and skill to identify and recover unclaimed property.

SAS has many years of experience in examining companies from many different industries and various levels of organizational complexity. We employ a number of different testing methodologies that focus on areas where unclaimed property can be found and minimize the intrusion, expense, and difficulty of an audit for holders. Through this approach our goal is to identify, collect, and remit property that is due to West Virginia.

Our nineteen-person team consists of accounting, legal, and business professionals who exclusively conduct examinations of holders and have a proven track record of conducting successful abandoned and unclaimed property examinations. We utilize an examination process that is firm but non-confrontational to the business community. SAS conducts examinations, authorized by the State, of entities of all sizes and industries. Each exam is customized to the holder’s business operation and industry in which they operate. SAS conducts its examinations on-site or remotely, as needed and appropriate to the circumstances of the Holder.

Our employees are selected for their auditing credentials, accounting background, and business experience. They are trained in all aspects of state abandoned and unclaimed property law, forensic auditing techniques, and auditing conduct and ethics. Our staff has extensive experience working with state administrators of unclaimed property offices around the country, as well as the many attorneys, accountants, consultants, advocates and representatives

who assist the holders.

- 3.2. Licenses:** Vendor must be properly licensed and in good standing with all regulatory and governmental entities. Vendor must submit copies of all required business licenses, certificates and/or registrations upon request or as a matter of proof that it meets certain criteria in order to be considered responsive and responsible.

SAS is currently licensed to conduct business and is in good standing with all regulatory and governmental entities in Pennsylvania, Arizona, Delaware, Florida, Massachusetts, Montana, Ohio, Oregon, and Tennessee. SAS will submit copies of any requested documentation.

- 3.3. Location:** Vendor must be authorized to conduct business in the State of West Virginia. All assets and data relating to the STO must be maintained in a facility located within the United States of America. Describe the physical location of the facility from which the Services will be provided and the nature of all business conducted from that facility.

SAS is currently licensed to conduct business in Pennsylvania, Arizona, Delaware, Florida, Massachusetts, Montana, Ohio, Oregon, and Tennessee. Upon award of the contract, SAS will obtain authorization to conduct business in the State of West Virginia.

SAS's physical offices are located in an office building at 724 Montgomery Avenue, Narberth, PA 19072. All assets and data related to this engagement would be securely maintained in this facility. One other tenant leases space in the building and operates from this facility, but does not have access to SAS's secured office space.

- 3.4. Quality Control Review Litigation:** The Vendor must have favorable quality control reviews for its work. The Vendor's external quality control review contents should provide either a positive or a non-negative review of the Vendor. Desk reviews or field reviews of the Vendor and litigation must not reflect poorly on the work of the Vendor. Vendor should provide all quality control reviews of the Vendor's work for the past two (2) years with the bid, however, this information may be required prior to contract award.

SAS employs a robust internal quality control review for all examination work product. SAS's quality control procedures require that all work product undergo review by management before submission. Final oversight for all examination work product is completed by the Principals or Managing Director.

SAS is currently in the process of obtaining an ISO/IEC 27001 & 27002 compliance review. Furthermore, SAS has never received negative feedback regarding its examination conduct, findings, or work product. Furthermore, SAS's examination conduct, findings, and work product have never been challenged by a holder in litigation or an administrative appeal.

- 3.5. References:** The Vendor must have satisfactory references. Please provide the names of at least three (3) references from governmental agencies which administer unclaimed property programs. The references must show that the Vendor has previously conducted unclaimed property audits in a competent and professional manner, or must

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

otherwise demonstrate the ability of the Vendor to perform the Services specified in this RFQ. If a subcontractor or primary Vendor quotation is made the Vendor should provide one (1) client reference for each of the parties involved. The Vendor must provide the name and telephone number of each contact person for each of the clients specified. The STO reserves the right to contact any person or entity it believes prudent and to inquire about the Vendor.

SAS is pleased to provide the following references from governmental agencies which administer unclaimed property programs:

Delaware Department of Finance

**Michelle Sullivan, Audit Manager and Assistant Director
Michelle.Sullivan@state.de.us
(302) 577-8776**

State of Arizona, Department of Revenue

**Joshua A. Joyce, Administrator, Unclaimed Property
jjoyce@azdor.gov
(602) 716-6033**

Tennessee Department of Treasury

**Barbara A. Meyers
Barbara.Myers@tn.gov
(615) 253-5346**

3.6. Experience: The Vendor must have at least three (3) years' experience in providing unclaimed property audit services for state governments. Please describe the Vendor's experience, including years of providing audit services and the nature of the Vendor's current customers and the types of industries in which it has auditing experience. Disclose and discuss any specialized audit or asset-locating policies and procedures related to unclaimed property audits.

SAS Experience

SAS has conducted abandoned and unclaimed property audits or examinations for more than twelve years. During that time, we have examined simple entities with one operating subsidiary to complex entities with nearly one-thousand subsidiaries. Additionally, we have reviewed holder entities that have annual revenue ranging from \$250 million to as much as \$40 billion. The SAS methodology involves using our industry-specific knowledge to determine areas of potential abandoned and unclaimed property. This expertise allows us to create the appropriate audit process and scope for each unique exam. Significant issues that we have encountered and addressed include: decentralization of the accounting function of complex multi-entity corporations; inconsistent records availability among the various property types; merger and divestiture activity affecting the scope of the exam; changes, upgrades and consolidation of accounting systems and software; instances of records destruction due to natural disaster or relocation; and intentional efforts of the company to limit access to records and personnel. SAS's examination methodology varies based upon the unique circumstances of each company under review but our goal of determining the proper unclaimed property

liability using a fair and objective approach is consistent.

SAS has a proven track record of conducting successful abandoned and unclaimed property examinations. We utilize an examination process that is firm and fair but non-confrontational to the business community. SAS conducts examinations both on-site and off-site, approved by the State, of entities of all sizes and industries. Each exam is customized to the holder's business operation and industry in which it operates.

Even though the company names have been redacted, the following companies were examined by SAS and are representative of the types of entities and issues that we have encountered since we began examining holders:

- **Exam 1 – Multi-tiered manufacturer with \$6 billion in annual revenue, approximately seventy-five operating subsidiaries and locations throughout the United States and internationally.** The company had many different lines of business with varying revenue, disbursements, employees, and customer bases. SAS's approach to this examination was to segregate the company's activities into business segments. Additionally, the organization's accounting functions were very decentralized, with each entity under detailed review having its own accounting system.

With the agreement of the company, SAS selected representative entities in each business segment that were reviewed in detail. The results of the detailed review were applied to other entities in the business segment to determine the company's overall unclaimed property liability to the state. The exam was successful because SAS employed a functional auditing process where each entity under detailed review took ownership of its portion of the exam and the required records production, when the parent entity was unable to manage or require compliance.

- **Exam 2 – Vertical manufacturer with two main operating companies and \$1 billion in annual revenue.** SAS created a detailed testing program for all property types and utilized a sampling methodology as the company's records were unavailable prior to 2001. The exam lasted 24 months and was successful because the holder was motivated to complete the examination in a timely manner, as it had limited resources with its priority being the operation of its business. Records were delivered timely and reviewed in an expedited manner.
- **Exam 3 – Complex provider of services to millions of retail customers nationwide with over \$40 billion in annual revenue.** This organization consisted of over 900 operating entities and multiple business segments. The exam required a very complex methodology to determine the scope and conduct the detailed testing. This organization had over 50,000 employees, over 75,000 vendors, and millions of active and inactive customers. The organization was created through a series of mergers

which lead to multiple accounting software systems being used by the different business units. SAS worked with the company's attorneys, accountants, and unclaimed property consultants to create the examination methodology and conduct the review of the books and records of each entity identified for detailed testing. Extrapolation and estimation were used to determine the company's overall liability.

Each of these examinations represents the types of audits that have been performed by SAS and may be performed for the State. It is our experience that exam duration will depend on the complexity of the holder's organization, the availability of records, and the willingness of the holder to cooperate with the audit process.

During the last twelve years, SAS has completed more than 50 audits for our client states. Currently, SAS has more than 75 ongoing audits with the following states:

- **Arizona:** 2015 – Present (2 years)
- **Delaware:** 2004 – Present (13 years)
- **Florida:** 2013 – Present (4 years)
- **Massachusetts:** 2014 – Present (3 years)
- **Montana:** 2016 – Present (1 year)
- **Ohio:** 2013 – Present (4 years) (renewed as of May 2017)
- **Oregon:** 2016 – Present (1 year)
- **Tennessee:** 2015 – Present (2 years)

The work performed for the above state contracts is similar in scope and method to the work outlined in this solicitation.

Comprehensive Examination Methodology

SAS applies a comprehensive audit program that will enhance the State's existing compliance program.

SAS focuses its examinations on:

- Identifying and locating unclaimed property from the books and records of the holders;
- Making demands for property pursuant to the State's requirements;
- Submitting reports of unclaimed property to the State in a timely manner and format suitable to the State; and
- Notifying the holder of its continuing obligations to report unclaimed property to the State after completion of the audit.

There are a variety of business transactions that can create unclaimed property. The typical audit will include, but not be limited to, a review of such areas as: accounts payable, unclaimed wages, insurance proceeds, credit balances, credit memos or customer overpayments, gift cards, rebates, stocks and bonds, and tangible items held in safekeeping. The exam will also consider the type of industry being audited to determine industry specific types of property and will identify any property that must be excluded based upon West Virginia's law, as applicable.

Our experience and audit methodology includes a review of:

- **Company’s historical information and background;**
- **Corporate organization, including significant acquisitions and divestitures;**
- **Company’s source documentation including chart of accounts, trial balances, general ledger details, bank documentation, and electronic data from a company’s enterprise resource planning (ERP) software;**
- **Company’s unclaimed property reporting history, including any unclaimed property reports; and**
- **Company electronic accounting information systems including conversions or upgrades.**

SAS does not rely upon a holder’s work product or documentation provided by its advocate or representatives. Our methodology focuses on requesting the relevant source records and conducting our own review to identify areas of potential unclaimed property liability.

SAS provides a level of objectivity and consistency in all of our examinations. SAS uses an approach that documents the Holder’s positions on various important audit issues. In addition, whenever discussions about important audit items occur, SAS follows up with a written review of the items covered during the meeting. SAS uses an approach that clearly identifies issues and ensures that they are dealt with openly as they arise throughout the examination process. SAS brings in the State’s representatives when needed; however, SAS is fully capable of working independently to address issues and resolve disputes.

SAS will typically review property types such as accounts payable and payroll for unclaimed property items. SAS analyzes both electronic data downloaded from company systems, as well as bank data. The process includes a review of general ledger accounts to determine those areas that may be holding unclaimed property. In addition, a review of a company’s electronic data, including voided and outstanding checks, is appropriate to determine whether specific transactions should be tested. Finally, the bank data, including statements and reconciliations, is included to select items outstanding beyond a certain period of time that could result in unclaimed property.

The use of sampling techniques may be required if the Holder lacks sufficient records or if the Holder’s records are so detailed or voluminous that an audit of all the detailed records would be impractical. As part of the sampling process, SAS would ensure that the process is accepted by the Holder and meets the criteria established by the State. The use of sampling techniques allows SAS to provide a fair and impartial result that adequately represents the Holder’s liability.

An SAS examination includes a proven methodology with the following five phases, with samples of work product templates attached:

Phase I – Identification of Audit Candidates; Authorization and Initiation of the Audit

When SAS identifies a Holder who may be in possession of unclaimed property due to West Virginia – either through SAS’s independent research efforts or due to SAS’s contractual relationships with other states – SAS will provide request authorization from the State to initiate the audit.

Upon notification that a Holder has been authorized for audit, in addition to the State authorization letter, SAS will separately provide a contact letter to the Holder that also indicates the types of documentation that will be required during the audit and invites the Holder to participate in an opening conference.

Before the opening conference, SAS will complete additional background research from publicly-available sources regarding the Holder's business activities and financial information. SAS's objective at the beginning of an audit is to understand the Holder's background and company structure. Our goal is to be prepared as much as is possible at the beginning of the exam so that our opening conference can be productive and will be a successful initiation of the exam process. Conducting detailed background research at this stage will help define the scope of the audit and allow SAS to better understand the Holder's business lines and segments so that an audit approach can be tailored to representatively and accurately test the practices, procedures, and records of the Holder.

At the initial meeting, SAS identifies the records necessary to perform the audit, including the general ledger as well as source documents, and requests further documentation from the Holder to get an overall picture of the company. A project timetable will be provided to ensure that the Holder understands the various milestones to be completed during the audit. The Holder may request that SAS execute a Non-Disclosure Agreement at the opening conference, though SAS maintains the confidentiality of Holder information with or without such an agreement in place in compliance with the applicable state laws. SAS also informs the Holder, in detail, of our approach, methodology and goals for the exam. At the conclusion of this meeting, a follow-up request for additional documentation will be issued.

Phase I includes the following steps:

- 1. Audit Letters – SAS will request authorization from the State to initiate an audit of a Holder identified by SAS. Upon authorization and after the State issues its audit letter, SAS issues its own letter confirming with the Holder that SAS has been engaged to conduct the exam and provides all contact information for the SAS team assigned to conduct the examination.**
- 2. Background Reports – SAS compiles a detailed report on the Holder. We review historical information and background to understand the potential scope of the examination. This report includes a review of public documents from SEC Filings (10K, 10Q, etc.) and third-party sources (Hoovers, Data Monitor, Company websites, etc.).**
- 3. Opening Conference – SAS holds an opening conference either in person or by teleconference with the Holder. During this meeting, SAS provides an overview of the examination methodology and the types of records that will be required to conduct the examination. SAS also has the company provide an overview of its activities and operations including its structure and operating entities, unclaimed property compliance history, location of records, and types of accounting systems that have been used during the**

examination period. SAS also provides the Holder with the first opportunity to ask questions related to the examination process.

4. **Confidentiality and Non-Disclosure Agreement** – SAS offers the Holder an opportunity to enter into a confidentiality and nondisclosure agreement. Regardless of whether a Holder chooses to execute an agreement, SAS maintains confidentiality of the Holder’s records (pursuant to the appropriate state statutes) and the existence of an unclaimed property examination.
5. **Information Document Request (“IDR”) #1** – SAS issues IDR #1 that requests general information about the Holder in an effort to understand its operations and business to create the scope of the exam, including:
 - Tax returns, including consolidating schedules;
 - Corporate organization charts, including acquisitions and divestitures;
 - Unclaimed property reporting history, including any unclaimed property reports filed and audits or voluntary disclosure agreements; and
 - Record retention policy and schedules.

Phase II, III, and IV – Performance of the Audit

Phase II – Scoping

In this phase, SAS reviews the current and historical operations of the organization and creates an entity and revenue matrix for the Holder to review and approve. This document demonstrates the Holder’s activities, businesses, and revenue historically through the present and allows SAS to continue the scoping process. SAS will determine what entities of the company will be reviewed in detail, as well as the time frame of that review.

Phase II includes the following steps:

1. **Entity and Revenue Matrix** – SAS creates this deliverable that requires a review of tax returns, Form 851s, and consolidation schedules. The entity and revenue matrix schedules all entities with revenues, dates and states of incorporation, acquisitions and divestitures, and business segments.
2. **SAS determines the operating entities for detailed review** including a review of potential business segments. The entity and revenue matrix allows SAS to determine which entities will be tested in detail or whether certain entities are excluded from review because of their activity (*e.g.*, holding company, finance company).
3. **Inventory Tracker** – During each step in the audit process, SAS uses an audit inventory tracker that documents the information that has been requested in the IDRs, the date that it was due, and the date that it was provided. The tracker also indicates whether the response is complete and

what additional information may be needed. The tracker allows SAS and the Holder to see which items from information requests are complete, which items are outstanding, and which items require additional explanation or information.

4. At each stage of the process when a deliverable is provided, SAS requires the Holder to confirm in writing that the deliverables provided are complete and accurate.
5. Company Systems – SAS reviews the company’s accounting systems including any conversions or upgrades. This review allows SAS to understand any limitations in obtaining company generated documentation (*i.e.*, trial balances, check registers, aging reports) and whether the company has retained older accounting systems information which could be useful during the exam.

Phase III – Data Collection / Transactions to Be Reviewed

After the specific entities for detailed examination have been determined, SAS requests and reviews detailed records for various property types for the agreed-upon time frames. Provided information is tied to the general ledger, and SAS creates populations or lists of transactions (the universe of transactions to be reviewed). The universes will be reviewed and refined by SAS and the Holder until both parties agree that the final deliverable, representing a list of potential unclaimed property by transaction and property type, is complete and accurate. The Holder must confirm these universes in writing before the audit can move to Phase IV of the exam.

Phase III includes the following steps:

1. Data collection and universe creation by property type.
2. Determination of the earliest records that are available.
3. Holder confirmation in writing regarding the oldest records that can be provided and availability of source and company-generated documentation to support that data.
4. SAS requests documentation through the use of detailed information document requests (IDRs), including bank data (statements, reconciliations, voided, stopped, paid, and outstanding check lists); company-generated data, such as check registers, aging reports and general ledger detail (*i.e.*, SAP, Oracle); and any third-party information (*i.e.*, ADP).
5. Data is validated by SAS and tied to the general ledger.
6. Bank accounts are reviewed, and a bank account matrix is created that map to general ledger accounts to ensure that each relevant account is included in the review process.

7. SAS conducts interviews of key personnel in the various accounting functions to understand the policies and processes and how they have evolved over the course of the exam period.
8. Universe creation includes a review of various property types (*i.e.*, accounts payable, payroll, credits, etc.) and a review of voided and outstanding checks, reconciling items, various general ledger accounts, credits, and other property that might be industry specific.
9. Before entering Phase IV and remediation of the transactions that have been identified for detailed testing, the Holder must confirm that they are in agreement with the transactions that have been selected for detailed review and that their inclusion is appropriate potential unclaimed property. At this stage of the exam, the Holder is given the opportunity to raise any objections to the property types and transactions selected for detailed testing. All Holder objections, exceptions or potential concerns are memorialized as part of the exam and, if necessary, the State will be included in the discussions of how to address these issues.

Phase IV – Remediation

In this phase, if estimation is used, the Holder will decide whether to remediate (*i.e.*, research and provide documentation proving that a particular transaction does not represent an unclaimed property liability) all transactions or to request that a sample of the items and transactions be selected, if applicable. This decision must be communicated to SAS in writing and is memorialized as part of the exam work plan. If the Holder provides sufficient documentary evidence that a liability has been satisfied, the item will be cleared. If not, the item will be deemed an error representing an unclaimed property liability subject to reporting, or additional documentation may be requested to make a final determination. When remediation efforts by the Holder are exhausted, the Holder may provide a list of disputed items and any objections to SAS's determinations.

Phase IV includes the following steps:

1. The Holder responds to the identified transactions by providing remediation documentation that demonstrates that the item does not represent an unclaimed property liability. Remediation documentation could include such things as reissued checks, invoices, and documentation that demonstrate that the original liability has been satisfied. For example, in the instance of a voided check, SAS would require information on the voided check and information that ties a reissued check to the original check. This information may include copies of invoices that demonstrate both the original and reissued check satisfy the same liability, print screens from the company's system to document the transaction and proof that the reissued check cleared the bank (*i.e.*, bank statement or copy of cancelled check).
2. SAS reviews each piece of documentation and makes a determination whether the item clears or is an error representing potential unclaimed

property liability.

3. The Holder may provide a list of any objections to SAS's remediation determinations.

Phase V – Completion of the Audit

During the final phase of the exam, SAS prepares a report of examination and a liability calculation. The liability calculation provides a detailed review of the findings. At this time, the Holder is still able to provide any new remediation documentation for review.

Phase V includes the following steps:

1. If estimation is used, the report of examination and preliminary liability includes error rates by property type. All transactions that are errors would be reportable to the proper state.
2. This phase includes a last opportunity for the holder to provide documentation and remediate transactions.
3. At the conclusion of the audit, SAS will issue a final Summary of Audit Findings, in the form required by the State, along with the total dollar amount of unclaimed property liability due to West Virginia. This will include documentation of the data gathered during the audit, the various examination milestones, documentation of the Holder's cooperation with the process, and an explanation of any sampling and estimation used. The report will provide a detailed quantification of the Holder's liability to the State for each property type. The report will include an audit trail easily understood by potential third-party users such as attorneys, hearings examiners, and others who may rely upon the audit in the future. After the State's approval, SAS will provide a copy of the Summary of Audit Findings to the Holder.
4. SAS will ensure that the Holder confirms that it has performed any due diligence efforts required by law and that the Holder reports and delivers the property, along with any interest, reviewed during the examination in a format required by the State.
5. In addition, SAS provides holders guidance regarding how to improve internal compliance and reporting procedures and to file all future reports directly with the State.

Uncooperative Holders and Potential Disputes:

SAS works professionally with holders; however, there are instances where a dispute regarding audit methodology can occur. If so, SAS will engage with the holder to identify the specific issue and the reason for the holder's dispute. If there are legitimate concerns, SAS will work with the holder to resolve those items and move the examination forward. If there are holder disputes that cannot be resolved, SAS will make the State aware of the issue and work with the State and holder to review and resolve the issue. SAS will be bound by any decision that the

State makes regarding exam methodology and the holder’s final liability to the State.

SAS ATTACHMENTS:

- **SAS Attachment A – Preliminary Information & Document Request (“IDR”)**
- **SAS Attachment B – IDR Inventory Tracker**
- **SAS Attachment C – IDR, Detailed Records Request**
- **SAS Attachment D – Entity Matrix**
- **SAS Attachment E – Abandoned & Unclaimed Property Filing Matrix**
- **SAS Attachment F – Sample Payroll Universe**
- **SAS Attachment G – Audit Tracker**
- **SAS Attachment H – Preliminary Liability Template**

3.7. Staff Qualifications

3.7.1. Experienced Staff: The Vendor must provide experienced staff. All personnel assigned to examinations for the STO must have at least one (1) year of auditing experience in unclaimed property auditing. Vendor should include, with the bid, the names and contact information of the specific staff to be assigned to the STO contract and a resume for each staff member listed. Include any information such as whether any personnel available for the engagement have articles published in professional journals, conduct or teach seminars, conferences, college-level courses, etc., or sit on professional accounting firms, auditing boards or committees. This information may be required prior to contract award.

SAS will assign the following staff, as needed, to this engagement:

MICHAEL DANOWITZ, Principal (mdanowitz@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Principal (2004 to Present)

Responsible for the management and oversight of multiple unclaimed property audits of public and private companies on behalf of the firm’s client states. Examinations include review of general ledger detail to determine if a company has been compliant with the applicable state’s unclaimed and abandoned property law. Create audit work-plans and methodology to provide a complete review of all property types that may be areas of potential unclaimed and abandoned property liability.

ERNST & YOUNG LLP, Washington, D.C. & Philadelphia, PA

Senior Manager (1997 to 2004)

Consulted on issues relating to state and local taxes including income and franchise tax planning, state tax minimization reviews, abandoned and unclaimed property consulting, and sales and use tax consulting. Researched and prepared memoranda for clients. Consulted with clients on tax restructuring issues for mergers and corporate reorganizations. Developed and delivered quality tax planning approaches for Fortune 1000 clients. Identified and offered opportunities for tax planning. Managed the work of client service team members and management staff. Represented clients before various administrative appeals boards.

A.B., Duke University

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

J.D., Widener University School of Law
LL.M., Georgetown University Law Center

JASON GORDON, Principal (jgordon@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Principal (2004 to Present)

Responsible for the management and oversight of multiple unclaimed property audits of public companies on behalf of the firm's client states. Examinations include review of general ledger detail to determine if a company has been compliant with the applicable state's unclaimed and abandoned property law. Create audit work-plans and methodology to provide a complete review of all property types that may be areas of potential unclaimed and abandoned property liability.

ERNST & YOUNG LLP, Philadelphia, PA

Senior Manager (1997 to 2003)

Consulted on issues relating to health care organizations such as hospitals, physician hospital organizations, management services organizations, physician practices, medical research organizations, and educational institutions. Researched and prepared memoranda for exempt and for-profit joint ventures, including analysis of the alternatives for corporate form and relevant tax issues. Consulted with clients on tax restructuring issues for mergers and corporate reorganizations. Provided advice regarding intermediate sanctions to academic and community health care organizations. Assisted in the coordination and implementation of Corporate Compliance Programs at health care institutions. Led focus groups, wrote and reviewed codes of conduct, interviewed executives, and conducted risk assessments to spot compliance issues. Reviewed exempt hospital physician practice acquisitions for compliance with Fraud and Abuse, Anti-Kickback, and Intermediate Sanctions laws. Analyzed physician recruiting arrangements for compliance with incentive guidelines. Responsible for the publication of Ernst and Young's Philadelphia Health Care Tax monthly newsletter. Organized quarterly roundtable for clients to discuss relevant health care issues with Ernst & Young's local and national consultants.

KPMG LLP, Philadelphia, PA

Senior Tax Specialist (1998 to 1999)

Consulted on issues relating to tax-exempt organizations, such as health care institutions, universities, foundations, and other exempt organizations. Provided tax advice on issues such as intermediate sanctions, unrelated business income, and corporate sponsorship of exempt organizations. Provided tax risk assessments during the implementation of corporate compliance programs. Prepare applications for tax exemption. Recruited by KPMG to join Health Care Tax Practice.

A.B., Albright College
J.D., Widener University School of Law
LL.M., Villanova University School of Law

BRENDA R. MAYRACK, Managing Director (bmayrack@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Managing Director (April 2017 to Present)

Manage all aspects of unclaimed property examinations, including providing support and review of examination issues or other substantive examination work. Conduct legal review of any arguments or positions offered by holders and advocate for SAS position to holders and state clients. Provide strategic advice for negotiating with holders and state clients.

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

DELAWARE DEPARTMENT OF JUSTICE, Dover, DE

Deputy Attorney General, Civil Division (July 2015 to March 2017)

Represented the Public Service Commission and its Staff at public meetings, evidentiary hearings, and settlement conferences. Drafted orders, petitions, testimony, and briefs on behalf of the Public Service Commission and its Staff for various regulatory proceedings for the state's water, electric, natural gas, wastewater, and telecommunications utilities. Reviewed and drafted opinions for Freedom of Information Act ("FOIA") appeals and memoranda regarding joinder of United States Supreme Court amicus curiae briefs.

MAYRACK LAW LLC, Wilmington, DE

Attorney and Owner (January 2013 to June 2015)

Represented holders under examination by Delaware and other states for unclaimed property compliance, including constructing legal and factual arguments and negotiation strategies with states and contract auditors. Advised holders regarding all aspects of unclaimed property compliance in the context of voluntary disclosures, self-managed audits, and prospective compliance. Frequent speaker at national conferences and author of various articles regarding developments in unclaimed property law and audit defense. Drafted and researched proposed changes to Uniform Unclaimed Property Act of 1995 on behalf of holders and the Unclaimed Property Professionals Organization.

MORRIS, NICHOLS, ARSHT & TUNNELL LLP, Wilmington, DE

Associate (September 2008 to January 2013)

Helped draft legislation and amendments and worked cooperatively with legislators, legislative staff, and members of the administration toward the passage of legislation and administrative regulations concerning unclaimed property and uniform state laws. Drafted and negotiated multimillion dollar unclaimed property audit settlement agreements, complex non-disclosure agreements, and other contracts for corporate clients. Represented the Delaware Department of Insurance and helped develop a negotiated settlement agreement and conditions during regulatory review of affiliation of Delaware Blue Cross Blue Shield and Highmark Inc. Researched authority and drafted amicus curiae briefs filed with the Delaware Supreme Court and the United States Supreme Court.

B.A., University of Delaware
J.D., University of Wisconsin
M.P.A., University of Wisconsin

Publications: *Unclaimed Property*, Bloomberg BNA Corporate Practice Series, No. 74-3rd.

SUSAN KELLEY, Senior Manager (skelley@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Senior Audit Manager (2013 to Present)

Responsible for oversight of all aspects related to general ledger and securities unclaimed property multi-state examinations on the behalf of client states. Develop and deliver training curriculum for the firm's new hires; design and implement internal controls for tracking progress on open examinations to senior management.

KELMAR ASSOCIATES, LLC, Glen Mills, PA

Address Property Reporting Manager (Audit Manager) (2006 to 2013)

Had oversight responsibility for all aspects related to the addressable property portion of general ledger unclaimed property multi-state examinations on behalf of client states. Trained, developed and transitioned

SPECIALTY AUDIT SERVICES, LLC

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

consultants to a major client state that enhanced compliance reporting controls in their unclaimed property reporting division. Designed and implemented internal controls for tracking progress on open examinations to both senior management and client states; decreased time spent on preparation of reports by 50%. Developed and implemented state reporting audit guidelines relating to communications and conducting examinations; increased productivity by 25%. Developed and delivered enhancements within Chesapeake Solutions' Unclaimed Property Compliance System (UPCS) to the vendor; 75% of recommended enhancements were incorporated by the vendor.

**DELAWARE MANAGEMENT SERVICES (DMS), A DIVISION OF GUNNIP & COMPANY
(DELAWARE HOLDING COMPANY PRACTICE), Wilmington, DE**

Accounting Manager/Internal Controller (2004 to 2006)

Reviewed the accumulation and recording of financial information, internal financial statements, and reporting packages included in external compliance reports. Had oversight responsibility for all aspects related to client billings. Designed, developed, and implemented time entry policy to ensure up-to-date client billings in system, improving real-time access to realization reports and client billings by 50%. Strengthened internal controls regarding written and oral communications with clients regarding collection efforts for past due balances owed by clients, increased cash flows by 50%. Developed reports for senior management comparing billable versus budgeted hours, including variance analysis on differentials above 10%, which increased productivity of accounting personnel by 20%.

B.S., High Point University
MBA., Wilmington College

LIBING LI, CPA, Senior Manager (lli@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Senior Audit Manager (2014 to Present)

Manage unclaimed property exams engaged by multiple state governments to ensure quality standards and timelines are met. Establish best practices to improve audit methodology, streamline work process, and enhance internal control. Lead internal focus groups to drive team productivity and individual growth. Review official Information Document Requests issued to holders for collecting operational and financial information. Scope entities and transactions for detailed examination based on the analysis of holders' business processes and financial records. Review audit samples and remediation for various property types. Research regulations and court cases to analyze implications to current audit practice and ensure compliance. Communicate with holder management, advocates, and legal counsel to address audit issues and move exams forward efficiently. Recruit and mentor staff auditors and audit managers. Promote a culture of professionalism and continuous improvement.

HSBC BANK CANADA, Montreal, Canada

Accounting Manager (2007 to 2014)

Supervised the Finance Department of HSBC's national service center with 40+ cost centers, including customer service, sales and activation, underwriting, collection, customer information management, and compliance. Managed annual budget and quarterly rolling forecast, including template design, submission data review, and package presentation to senior management. Led a Budget System project and successfully implemented the service center's first automated report and budget system. Provided financial advice for business operations and strategic initiatives, interacting with leadership team locally as well as remotely from other business units. Analyzed financial statements, variance presentations, KPI trend reports & commentary and ad hoc analyses for senior leadership team. Supervised month-end closing and monthly reconciliations. Reviewed and improved internal controls for Sarbanes-Oxley (SOX) compliance. Coordinated internal and external audits.

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

FUTURE ELECTRONICS INC, Montreal, Canada

Financial Analyst (2005 to 2007)

Worked in headquarters General Ledger Group to provide support for the company's U.S. subsidiary with 20+ branches, collaborating with subsidiaries in Canada, United Kingdom, and Singapore. Prepared consolidated financial statements and reports for senior management. Researched and validated mass data in financial and operating systems. Analyzed variances and exceptions to identify opportunities for internal control improvement.

CITIC – PRUDENTIAL LIFE INSURANCE CO., LTD., Guangzhou & Beijing, China

Manager, Finance and Legal Affairs (2002 to 2004)

Managed overall accounting, reporting and budgeting for the newly established Beijing Branch, reporting to headquarters Finance Department. Established and strengthened internal controls for the fast-growing business unit. Reviewed statutory and internal group reports. Reviewed annual budget and expense variance commentary. Enhanced reporting tools in Vision and launched a new budget system. Maintained general ledger structure in SUN Account and participated in new functions testing. Communicated with external authorities including auditor, tax, census, and industry regulation agencies.

ARTHUR ANDERSEN & CO., Guangzhou, China

Senior Auditor (1999 to 2002)

Identified internal controls and sourced business risks by interviewing client management and documenting information flow. Reviewed ledgers and supporting document, and performed test of controls to detect systematic deficiency. Adjusted financial statements in accordance with local GAAP and International Accounting Standard. Drafted audit report in compliance with GAAP disclosure requirements for annual audit, initial public offerings, and due diligence.

B.S., Sun Yat-Sen University

M.S., University of Massachusetts

RON DIERKES, CPA, Audit Manager (rdierkes@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Audit Manager (February 2016 to Present)

Manage audit teams for unclaimed property examinations of Fortune 1000 Companies for various states. Review tax returns of parent companies. Scope in subsidiaries based on various criteria. Maintain constant communication regarding audit status with contact person(s) of companies under audit. Review books and records of in-scope entities to determine potential unclaimed property.

PUBLIC HOUSE INVESTMENTS, Conshohocken, PA

Controller (November 2014 to February 2016)

Supervised accounting and administrative for company that manages 15 restaurants with combined annual revenues over \$40 Million. Streamlined the automation of data entry to reduce accounting staff payroll by 17%. Decreased external accounting expenses by over \$45,000 from 2014 to 2015. Corrected errors by predecessor in the transition from cash to accrual accounting. Implemented GAAP practices. Led communications with external accountants for income taxes. Negotiated payment plans with state and city governments, abating over \$20,000 in penalties. Created Excel templates to compensate for Quickbooks analytical shortcomings. Provided comparative data to financial statement users. Created pivot tables that expedited year-end closing by summarizing intercompany transactions and 1099 vendor data in one day.

SPECIALTY AUDIT SERVICES, LLC, Bala Cynwyd, PA

Senior Auditor (January 2014 to November 2014)

Supervised the work of staff auditors. Utilized Microsoft Access and Excel to organize and examine massive

SPECIALTY AUDIT SERVICES, LLC

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

quantities of data from general ledger extracts, bank data, financial statements, tax returns, and unclaimed property filings. Led status calls with unclaimed property holders and company principals.

UMAMI RESTAURANT GROUP, Los Angeles, CA

Accountant (February 2012 to December 2013)

Provided accounting and internal auditing services as company grew from 7 to 22 locations during tenure. Audit of 2012 and 2013 financial statements required no adjustments from external auditor. Trained new accountants hired by Umami. Trained general managers on their financial responsibilities. Provided guidance to general managers on interpretation of financial statements. Performed weekly bank account reconciliations. Accounted for deferred rent, prepaid expenses, monthly sales tax liability, construction in progress, fixed asset classification, and intercompany reconciliations. Posted month-end journal entries including accounts payable and payroll accruals, inventory adjustments, and fixed asset depreciation. Compiled and reviewed monthly balance sheet binders making adjusting journal entries as necessary. Filed monthly state sales tax returns. Prepared weekly accounts payable aging reports and check runs. Provided ad hoc analyses as requested.

SPECIALTY RESTAURANTS CORPORATION, Anaheim, CA

Regional Auditor (September 2006 to February 2012)

Hired, trained and supervised bookkeepers for the position described below. Assisted in implementation of accounting system transition from MAS to Compeat and point-of-sale changeover. Reviewed and adjusted annual budgets. Conducted quarterly internal payroll audits. Conducted internal investigations for financial and human resources incidents. Provided specialized cost/benefit analyses of corporate initiatives. Performed daily bookkeeping duties including making bank deposits; reconciling cash and credit card transactions; auditing banquet payments; generating daily/weekly/monthly profit and loss reports; and reviewing accounts payable and receivable. Performed monthly financial reporting duties including food/liquor inventory counts, end-of-month general ledger entries, salary, and vacation accruals. Trained general managers company-wide as a part of the company's "manager-in-training" program. Provided general managers with food and beverage cost analysis. Performed unit-level human resource duties for a workforce of 180. Developed Excel spreadsheets for tracking and controlling food and beverage costs.

B.S. California State University

BRIAN KERICO, Audit Manager (bkerico@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Audit Manager (April 2014 to Present)

Manage audit teams for unclaimed property examinations of Fortune 1000 Companies for various states. Review tax returns of parent companies. Scope in subsidiaries based on various criteria. Maintain constant communication regarding audit status with contact person(s) of companies under audit. Review books and records of in-scope entities to determine potential unclaimed property.

ALLOY SILVERSTEIN, Cherry Hill, NJ

Accountant/Tax Preparer (January 2014 to April 2014)

Assisted senior accountants and managers with the preparation of individual and corporate income tax returns. Contacted clients to obtain information necessary to prepare returns. Used CCH Prosystem FX Suite software to complete year-end books and records and prepare tax returns. Participated in the review process for various year-end client audits.

KIM & WRIGHT, P.C., Langhorne, PA

Senior Forensic Accountant (January 2002 to November 2013)

Audit Business Interruption/Extra Expense and Employee Dishonesty Insurance Claims. Reviewed insurance policies to determine applicable coverage, limit of liability, waiting period/deductible, and contribution

SPECIALTY AUDIT SERVICES, LLC

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

requirement. Communicated with the insured or its representatives to discuss the types of financial information, records, or other data maintained. Prepared audit strategy, audit plan, and methodology to determine the loss. Issued monthly reports to client on status of the investigation. Performed detailed financial analysis. Developed projections by researching industry trends, events, and patterns, and inputting data and parameters into financial models. Audited and reviewed financial information, records, and other data provided. Tested, traced and vouched insurance claims as prepared. Issued final report and schedules to client on findings at conclusion of evaluation.

JAMES F. LEONE & CO. CPA's, Haddonfield, NJ

Staff Accountant (June 1999 to January 2002)

Prepared cash disbursements and cash receipts. Assisted with preparation of accounting operations, including payables, receivables, monthly reconciliations, and financial statements. Reconciled bank statements and cash accounts. Completed federal & state payroll tax returns. Completed clients' year-end 1099s and W-2s. Completed individual income tax returns. Completed corporate income tax returns. Assisted with preparation and planning of clients' annual audits.

B.S., Rowan University
Graduate Certificate, Rowan University

STEVEN VALERIO, Audit Manager (svalerio@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Audit Manager (April 2011 to Present)

Manage audit teams for unclaimed property examinations of Fortune 1000 Companies for various states. Review tax returns of parent companies. Scope in subsidiaries based on various criteria. Maintain constant communication regarding audit status with contact person(s) of companies under audit. Review books and records of in-scope entities to determine potential unclaimed property.

GLAXOSMITHKLINE, King of Prussia, PA

Quality Assurance Analyst – Oracle Hyperion Implementation (Contractor) (October 2010 to April 2011)

Performed test scenarios for Budget & Forecast Module and the Financial Reporting Modules of Hyperion. Developed and executed test case scripts. Tested application security features. Verified accuracy of output data and results. Communicated testing results, including logging of any test script failures. Identified and submitted change control requests.

B.S., Pennsylvania State University

BRIAN E WISHNOW, CPA, Audit Manager (bwishnow@sasaudit.com / 610-617-0452)

SPECIALTY AUDIT SERVICES, LLC, Narberth, PA

Audit Manager (October 2014 to Present)

Manage audit teams for unclaimed property examinations of Fortune 1000 Companies for various states. Review tax returns of parent companies. Scope in subsidiaries based on various criteria. Maintain constant communication regarding audit status with contact person(s) of companies under audit. Review books and records of in-scope entities to determine potential unclaimed property. Communicate with management, holders, and advocates on exam status. Train new employees.

CAPITAL ONE CONTRACTOR, Wilmington, DE

Business Process Analyst II (June 2014 to September 2014)

Conducted unclaimed property projects. Researched database for ad hoc reporting.

SPECIALTY AUDIT SERVICES, LLC

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

DISCOVER FINANCIAL SERVICES, New Castle, DE

Staff Associate, Financial Operations (June 1992 to Dec 2013)

Maintained balancings and reconciliations for two gift card vendors. Posted journal entries into the subledger for gift card transactions including cash settlements. Prepared month-end journal entries. Facilitated reconciliation testing on a monthly basis for headquarters. Summarized and filed annual Escheatment remittances to each State. Performed internal audits for several customer service functions and reviewed for cost-savings. Managed the phone call audits of thirty customer service agents per month. Reviewed monetary adjustments made by agents on accounts with product disputes. Ensured agents followed policies and procedures outlined for disputed accounts. Handled and initiated billing investigations and missing payments. Performed quality audits for various functions including Discover More Card, Discover Personal Loans, and Fraud Application review. Managed all Excel spreadsheets and assisted in creating Access databases for Audit Team. Reviewed credit bureau disputes to assure regulatory adherence.

B.S. Goldey-Beacom College

Post-Baccalaureate Certificate, Goldey-Beacom College

3.7.2. Partner & Supervisory Qualifications: The Vendor must identify and all principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the audit engagements.

SAS assigns a Senior Manager or Manager with the primary responsibility to oversee each examination, with support to be provided as needed by other staff members. SAS's quality control procedures require that all reports undergo review by management before submission. Final oversight for all examination work product is completed by the Principals or Managing Director. All Principals and supervisory and management staff who would be assigned to West Virginia's audit engagements are listed, with relevant experience, in Section 3.7.1.

3.7.3. Continuation of Quality Staff: Vendor shall provide quality of staff over the term of the contract and ensure that any new or additional staff members have the same qualifications, training and experience as the staff members. Vendor should provide this information in its bid to this RFQ. The Vendor shall inform the STO in writing of any personnel or staff changes that would affect the Services provided to the STO.

SAS confirms that it shall provide continuity of quality of staff over the term of the contract and ensure that any new or additional staff members have the same qualifications, training, and experience as the staff members listed in Section 3.7.1 and assigned at the outset of the engagement. All SAS staff receive comprehensive training in all aspects of state abandoned and unclaimed property law, forensic auditing techniques, and auditing conduct and ethics, as well as SAS's examination procedures. Furthermore, SAS confirms that it shall inform the State in writing of any personnel or staff changes that would affect the Services provided to West Virginia during the engagement.

3.7.4. Subcontractors: The Vendor must disclose any potential subcontractor in its bid to this RFQ. In the event the Vendor proposes providing the required

REQUEST FOR QUOTATION
CRFQ ST01700000006 – Professional Auditing Services

Services through a subcontractor, the bid should include the name, address, contact information, experience and staff qualifications of the potential subcontractor. This information may be required prior to contract award. Any proposed subcontractor must meet the same mandatories to provide the Services in this RFQ prior to entering into any agreement with the Vendor. A bid that includes Services provided by a Subcontractor is not considered a joint bid. The STO will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor is solely responsible and liable for payment of all financial matters in connection with its employees, contractors and subcontractors.

SAS does not currently or intend to rely upon any subcontractors for the work associated with this bid.

3.8. Conflicts: The Vendor must have no conflict of interest with regard to any other work performed by the Vendor for the State of West Virginia, the STO or any other agency, board or commission thereof. Furthermore, the Vendor shall not participate in examinations in which such participation could be construed as a conflict of interest.

SAS confirms that it has no conflict of interest with regard to any other work performed for West Virginia. Furthermore, SAS shall not participate in any examinations where such participation could be construed as a conflict of interest.

SECTION 4:

SAS confirms that it will meet or exceed the mandatory requirements listed in this Section and agrees to all terms listed in this Section.

SECTION 5

SAS is not submitting a bid to provide these services at this time.



CERTIFICATE OF LIABILITY INSURANCE

SPEC-11

OP ID: KM

DATE (MM/DD/YYYY)

05/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DASH & LOVE, INC. 111 Presidential Blvd. Bala Cynwyd, PA 19004 Kenneth Dash	CONTACT NAME: Kathleen McNamara, CISR PHONE (A/C, No, Ext): 610-667-2244	FAX (A/C, No): 610-667-6057
	E-MAIL ADDRESS: kathleen.mcnamara@dashlove.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hanover Insurance		
INSURED Specialty Audit Service, LLC. Jason Gordon 724 Montgomery Avenue Narberth, PA 19072	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ODY991570705	02/01/2017	02/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ODY991570705	02/01/2017	02/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ODY991570705	02/01/2017	02/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WHYA20617203	02/01/2017	02/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Profesional Liab			LHY988500703	02/01/2017	02/01/2018	Claim/Agg 2,000,000
C	Crime			BINDER	02/01/2017	02/01/2018	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

WVIRG-1 State of West Virginia Treasurer's Office Unclaimed Property Division 322 70th Street, SE Charleston, WV 25304	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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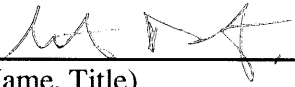
NOTEPADINSURED'S NAME **Specialty Audit Service, LLC.****SPEC-11**
OP ID: KMPAGE 2
Date **05/18/2017**

Policy: Information Security & Privacy Liability
Carrier: Beazley Group / Lloyds'
Effective: 02/01/2017 - 02/01/2018
Policy #W18249150102

Coverage	Limit
A) Information Security & Privacy Liability	\$2,000,000
B) Privacy Notification Costs	\$2,000,000
C) Regulatory Defense and Penalties	\$2,000,000
D) Website Media Content Liability	\$2,000,000
E) PCI Fines	\$2,000,000

Policy Aggregate Limit of Liability	\$2,000,000
Aggregate Sub-limit Insuring Agreement B	\$1,000,000
Aggregate Sub-limit Insuring Agreement C	\$500,000

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

 Michael DANOWITZ, Principal

(Name, Title)
MICHAEL DANOWITZ, PRINCIPAL

(Printed Name and Title)
724 Montgomery Avenue, Narberth, PA 19072

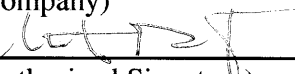
(Address)
(610) 617 - 0452 / (610) 617 - 0459

(Phone Number) / (Fax Number)
MDanowitz@sasaudit.com

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

SPECIALTY AUDIT SERVICES, LLC

(Company)
 Michael A. DANOWITZ, Principal

(Authorized Signature) (Representative Name, Title)
MICHAEL DANOWITZ, PRINCIPAL

(Printed Name and Title of Authorized Representative)
06/05/2017

(Date)
(610) 617 - 0452 / (610) 617 - 0459

(Phone Number) / (Fax Number)

REQUEST FOR QUOTATION
CRFQ ST01700000006Professional Auditing Services

11.VENDOR DEFAULT:

11.1. The following shall be considered a vendor default under this Contract.

11.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

11.1.2. Failure to comply with other specifications and requirements contained herein.

11.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4. Failure to remedy deficient performance upon request.

11.2. The following remedies shall be available to Agency upon default.

11.2.1. Immediate cancellation of the Contract.

11.2.2. Immediate cancellation of one or more release orders issued under this Contract.

11.2.3. Any other remedies available in law or equity.

12.MISCELLANEOUS:

12.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The dedicated Contract Manager must have experience in providing audit services and must be available during normal business hours to address any customer service or other issues related to this Contract. If it becomes necessary for the Vendor to change the Contract Manager, the Vendor must notify the STO immediately. The replacement must have similar or more experience than the original Contract Manager. The STO reserves the right to approve any replacement at the time of the contract award or thereafter. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: MICHAEL DANOWITZ
Telephone Number: (610) 617 - 0452 x 112
Fax Number: (610) 617 - 0459
Email Address: MDanowitz@sasaudit.com

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W.Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

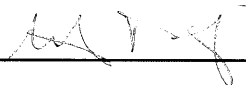
"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W.Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: SPECIALTY AUDIT SERVICES, LLC

Authorized Signature:  Date: 6/2/2017

State of PENNSYLVANIA

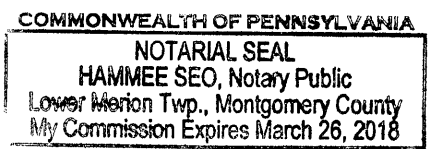
County of MONTGOMERY to-wit:

Taken, subscribed, and sworn to before me this 2ND day of June, 2017.

My Commission expires MARCH 26 2018.

AFFIX SEAL HERE

NOTARY PUBLIC



ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ STO1700000006

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Specialty Audit Services, LLC

Company



Authorized Signature

6/5/2017

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Attachment A – Preliminary Information & Document Request (“IDR”)

**SPECIALTY AUDIT SERVICES, LLC
724 MONTGOMERY AVENUE
NARBERTH, PA 19072
PH (610) 617-0452 FAX (610) 617-0459**

TO: **(Contact Name)**
 (Company Name)
 (Contact Email)

FROM: **(Process Owner)**
 Specialty Audit Services, LLC
 (Process Owner)@sasaudit.com

DATE: **(Insert Date)**

RE: Abandoned and Unclaimed Property Exam Information Document Request #1

The following is a list of items required to commence the abandoned and unclaimed property examination of **(Insert Company Name)**, its subsidiaries, and its related entities (the “Company”).

All data should be provided in an electronic format to the extent possible. If data is downloaded from a company system, please provide it in Excel, text or database files. If the response is no, not applicable or the documentation does not exist, please provide that response in writing *which must come from the Company*.

Please provide all responses in writing by (Insert Date). (30-60 days generally).

A. GENERAL

1. Corporate organization chart (by entity) for each year from 2006 (or year of incorporation) through current.
2. For the years 2006 (or year of incorporation) through current, identify each subsidiary. Include all entities in existence, acquired, dissolved or sold. For each of these entities, provide the following information:
 - a. Date and state of incorporation.
 - b. Federal Employer Identification Number.
 - c. Has the entity ever reincorporated? If so, when, and in what state?

- d. If the entity was acquired or sold, please identify whether it was through an asset or stock sale/purchase.
 - e. Brief description of each entity's business activities.
3. Provide a copy of the company's record retention policy and schedule.
4. Provide Federal Tax Returns (Form 1120) from **2006** (or year of incorporation) to **2016**. Include the complete return for **2016**. For all previous years, include the following:
 - a. Only the first four pages of the returns (Form 1120)
 - b. Federal Form 851 (Affiliation Schedules)
 - c. Consolidation schedules with each entity's associated line 1(c) {line 1(e) on federal tax return for 2011} gross receipts or sales
 - d. Federal Form 966 (Corporate Dissolution or Liquidation), including any related supporting documentation, if applicable
 - e. Federal Form 8023 (Elections Under Section 338 for Corporations Making Qualified Stock Purchases), if applicable
 - f. Federal Form 8594 (Asset Acquisition Statement), if applicable
5. What accounting system/software does the company use? Provide details of the system including the version.
6. Was there a system conversion or upgrade? If so, provide details and dates of the conversion(s) or upgrade(s), including version numbers. Were they full conversions or upgrades with complete historical data and details?
7. Confirm if the Company had any rebate program from **2006** to **2016**.
8. Confirm if the Company had any gift card or gift certificate program from **2006** to **2016**.
9. Confirm if the Company had any royalty or incentive program from **2006** to **2016**.

B. ABANDONED AND UNCLAIMED PROPERTY ITEMS

1. Has the Company ever filed unclaimed property reports?
 - a. If yes, provide copies of all reports filed with all states including State Transmittal Form or signed affidavit, summary of amounts reported, proof of payment and details of property reported and remitted to the reporting jurisdictions.

- b. *Provide confirmation if an unclaimed property reporting system is utilized in warehousing and/or compliance reporting. If yes, provide the following information:*
- i. *Details of the system, including the version.*
 - ii. *Was there a system conversion or upgrade? If so, provide details and dates of the conversion(s) or upgrade(s), including version numbers. Were they full conversions or upgrades with complete historical data and detail?*
- c. *Can transactional level details be downloaded from the system(s) supporting the amounts reported and remitted to the reporting jurisdictions? If yes, provide the following details, including amounts filed below the aggregate limit, in an electronic format {either excel, text or database file(s)}, to include the following:*
1. *Holder Number*
 2. *Bank Account Number (if applicable)*
 3. *Check Number (Serial Number)*
 4. *Original Transaction Date*
 5. *Original Amount*
 6. *Adjusted Amount*
 7. *Owner's Name and Address Information*
 8. *Owner's relationship code (if applicable)*
 9. *Last Contact Date*
 10. *Property Type (NAUPA Code)*
 11. *Property Status (i.e., Remitted, Deleted, etc.)*
- d. *For each reporting jurisdiction's filings provided from 2006 through 2016, confirm whether the reports remitted to the states were on a separate legal entity basis or whether a consolidated report was filed. If consolidated provide a list, by year, of the legal entities (including EINs and identification of specific items reported) included in the consolidated filing.*

NOTE: Include this request for items "b" through "d": only if discussions during the kick-off call indicate that the holder utilized an unclaimed property reporting system for warehouse and compliance reporting for unclaimed property.

2. Has the Company ever been audited for unclaimed property? If yes, provide the jurisdictions, periods covered, and copy of the audit report(s).
3. Has the Company entered into any amnesty or voluntary disclosure agreements? If so, identify the state and provide copies of the agreement(s).

Holder Name
Abandoned and Unclaimed Property Examination
Information Document Request (IDR) Tracker⁽¹⁾
As of: Date

	Item currently being reviewed by SAS
	Item in not complete; information still needed
	Item is complete

ITEMS		Date Provided to Holder	Date Response due to SAS (Extension)	Date Provided to SAS	Response/Documents Provided by Holder	SAS Determination	Completion Status	SAS Follow Up Questions/Requests
GENERAL								
IDR.01.G.01	Corporate organization chart (by entity) for each year from 2006 (or year of incorporation) through current.						Outstanding	
IDR.01.G.02	For the years 2006 (or year of incorporation) through current, please identify each subsidiary. Please include all entities in existence, acquired, dissolved or sold. For each of these entities, please provide the following information: a. Date and state of incorporation. b. Federal Employer Identification Number. c. Has the entity ever reincorporated? If so, when, and in what state? d. If the entity was acquired or sold, please identify whether it was through an asset or stock sale/purchase. e. Brief description of each entity's business activities.						Outstanding	
IDR.01.G.03	Please provide a copy of the company's record retention policy and schedule.						Outstanding	
IDR.01.G.04	For the years 2006-2016, please provide the following information for each entity: a. Annual revenue/sales. b. Annual payroll disbursements. c. Annual accounts payable disbursements. d. Number and listing of disbursement accounts (including, but not limited to, payroll and accounts payable). Please include the purpose of the account, bank name and account identifier. e. Number of employees. f. Number of customers.						Outstanding	
IDR.01.G.05	Please provide Federal Tax Returns (Form 1120) from 2006 (or year of incorporation) to 2016. Please include the complete return for 2016. For all previous years, include only the first four pages of the returns, Form 851 Affiliation Schedules, the consolidation schedules with each entity's associated line 1(c) {line 1(e) on federal tax returns after 2011} gross receipts or sales, and Form 966 Corporate Dissolution or Liquidation, including any related supporting documentation, if applicable.						Outstanding	
IDR.01.G.06	What accounting system/software does the company use? Please provide details of the system including the version.						Outstanding	
IDR.01.G.07	Was there a system conversion or upgrade? If so, please provide details and dates of the conversion(s) or upgrade(s), including version numbers. Were they full conversions or upgrades with complete historical data and detail?						Outstanding	
ABANDONED AND UNCLAIMED PROPERTY ITEMS								
IDR.01.AUP.01	Has the Company ever filed unclaimed property reports? If yes, please provide copies of all reports filed with all states.						Outstanding	
IDR.01.AUP.02	Has the Company ever been audited for unclaimed property? If yes, please provide the jurisdictions, periods covered, and copy of the audit report(s).						Outstanding	
IDR.01.AUP.03	Has the Company entered into any amnesty or voluntary disclosure agreements? If so, please identify the state and provide copies of the agreements(s).						Outstanding	

Notes:
 (1) NDA not fully executed until **XX/XX/XXXX**.

Attachment C – IDR, Detailed Records Request

SPECIALTY AUDIT SERVICES, LLC
724 MONTGOMERY AVENUE
NARBERTH, PA 19072
PH (610) 617-0452 FAX (610) 617-0459

TO: **(Contact Name)**
 (Company Name)
 (Contact Email)

FROM: **(Process Owner Name)**
 Specialty Audit Services, LLC
 (Process Owner Email)

DATE: **(Insert Date)**

RE: Abandoned and Unclaimed Property Exam Information Document Request #4

The following is a list of items required to continue the abandoned and unclaimed property examination of **(Insert Company Name)**, its subsidiaries, and its related entities (the “Company”).

This Information Document Request relates to the following entity(ies):

- **(Insert Entity Name Being Examined) (EIN# ##-#####).**
- **(Insert Entity Name Being Examined) (EIN# ##-#####).**

All data should be provided in an electronic format to the extent possible. If data is downloaded from a company system, please provide it in Excel, text or database files. If the response is no, not applicable or the documentation does not exist, please provide that response in writing *which must come directly from the Company*.

Please provide all responses in writing by (Insert Date). (30-60 days generally).

A. GENERAL

1. Trial balance for **(year)** (or earliest period information exists) through **(year)**. The Trial Balance should contain a beginning balance, summarized debits, summarized credits and an ending balance for each active account in the general ledger.
2. Chart of accounts for **(year)** (or earliest period information exists) through **(year)**.
3. List of any accounts holding escheatable or unclaimed property and their detail for **(year)** (or earliest period information exists) through **(year)**.

4. Complete the Bank Account Matrix attachment included with this IDR. The Bank Account Matrix should be populated to list all open and closed accounts (including, but not limited to, disbursements for payroll and accounts payable). Provide the following information for each account:
 - a. Bank name (e.g. Wells Fargo)
 - b. Bank account number or unique identifier
 - c. Predecessor/Successor accounts
 - d. Confirmation on whether funds are disbursed from the account via checks or electronic transfers
 - e. Type of account (e.g., accounts payable, payroll, etc.)
 - f. Bank account description
 - g. Opening date and closing date, if applicable
 - h. If the account has been closed, provide a closing bank statement.
 - i. G/L account code that each account maps to and a G/L code description

B. PAYROLL

1. Describe the Company's process for handling stale-dated, stopped, voided and outstanding payroll checks. Provide examples of any due diligence letters sent to employees.
2. Check registers (checks written for wages, payroll, salary and commissions) from **(year)** (or earliest period information exists) through **(year)** with complete names and addresses. The registers should include issue date, paid date, void date and any other disposition information (such as disposition coding and/or description) if available. The check registers should include all checks issued in the above mentioned periods regardless of when they were paid, voided or stopped.
3. Copies of complete monthly bank statements from **(year)** (or earliest period information exists) through **(year)**. The bank statements should include summary bank statement, paid, outstanding, stopped, voided, cancelled check lists and any reconciliations provided by the bank.
4. Copies of complete monthly internal bank reconciliation packages from **(year)** (or earliest period information exists) through **(year)**. The package should include internal paid, outstanding, stopped, voided, cancelled check lists and any reconciling items between bank statement and general ledger balances.
5. Cumulative payroll outstanding check list as of December 31, **(year)**.

C. ACCOUNTS PAYABLE

1. Describe the Company's process for handling stale-dated, stopped, voided and outstanding accounts payable checks. Provide examples of any due diligence letters sent to vendors.

2. Check registers (checks written) from **(year)** (or earliest period information exists) through **(year)** with complete names and addresses. The registers should include issue date, paid date, void date and any other disposition information (such as disposition coding and/or description) if available. The check registers should include all checks issued in the above mentioned periods regardless of when they were paid, voided or stopped.
3. Copies of complete monthly bank statements from **(year)** (or earliest period information exists) through **(year)**. The bank statements should include summary bank statement, paid, outstanding, stopped, voided, cancelled check lists and any reconciliations provided by the bank.
4. Copies of complete monthly internal bank reconciliation package from **(year)** (or earliest period information exists) through **(year)**. The package should include internal paid, outstanding, stopped, voided, cancelled check lists and any reconciling items between bank statement and general ledger balances.
5. Cumulative accounts payable outstanding check list as of December 31, **(year)**.

D. ACCOUNTS RECEIVABLE

1. Describe the Company's process for handling customer overpayments, customer returns and credit balances. Provide examples of any due diligence letters sent to customers.
2. Provide a list of all active and inactive customers with associated customer numbers and complete addresses from **(year)** (or earliest period information exists) through **(year)**.
3. Year-end accounts receivable reports (i.e., Accounts Receivable Detailed Aging Report, Accounts Receivable Summary Aging Report, Accounts Receivable sub-ledger) that tie to the Company's general ledger from **(year)** (or earliest period information exists) through **(year)**. These reports should include balances by customer and detailed debits and credits by transaction.
4. A current list of any customer credit balances and the general ledger accounts in which they are held.

E. INCENTIVES & LOYALTY PROGRAMS (optional)

1. Provide a list of all loyalty and/or incentive programs in effect from **(year)** through **(year)**. Indicate how each program is administered, whether internally or externally.
2. Provide a list of all bank accounts used for loyalty and/or incentive programs. This information should include the following for each bank account:
 - a. Bank account number or unique identifier
 - b. Bank account name and description

- c. Physical location of the bank (City and State/Country)
 - d. Purpose of the account (i.e., accounts payable, payroll, etc.)
 - e. G/L account code that each account maps to and a G/L code description
 - f. Opening and closing date, if applicable
 - g. If the account has been closed, please provide a closing bank statement.
3. For externally administered loyalty and/or incentive programs provide the following information:
 - a. Description of each program administered externally.
 - b. Name of the third party service provider(s), including a contact at the provider (account representative) and the account number.
 - c. The total annual amount of loyalty and/or incentive related expense per year.
 - d. Description of how each program is funded.
 - e. List of the general ledger accounts used to fund the expenses and how the expense is recorded.
 - f. Describe the process for dealing with stale-dated, stopped, voided, and outstanding loyalty and/or incentive checks (or unredeemed certificates).
 - g. Service agreements between the holder and the third party provider(s).
 - h. All invoices received from the third party provider(s).
4. For internally administered loyalty and/or incentive programs provide the following information:
 - a. Description of each program administered internally.
 - b. The total annual amount of loyalty and/or incentive related expense per year.
 - c. List of the general ledger accounts used to fund the expenses and how the expense is recorded.
 - d. All source documents used to record items into the general ledger.
 - e. Describe the Company's process for dealing with stale-dated, stopped, voided, and outstanding loyalty and/or incentive checks (or unredeemed certificates).

Attachment E - Abandoned Unclaimed Property Filing Matrix

Examination Holder

Abandoned and Unclaimed Property Examination

Subsidiary Name (if applicable)

AUP Filing Inventory

	Holder confirmed that there were no filings to this reporting jurisdiction as a negative report was not required
	Missing payment confirmation
	Confirmation of filings needed from holder
	Missing state transmittal form for amounts reported and remitted
	Missing both state transmittal form for and proof of payment for amounts reported and remitted

Reporting Jurisdiction	Report Year										Totals
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
Alabama											\$0.00
Alaska											\$0.00
Arizona											\$0.00
Arkansas											\$0.00
California											\$0.00
Colorado											\$0.00
Connecticut											\$0.00
Delaware											\$0.00
District of Columbia											\$0.00
Florida											\$0.00
Georgia											\$0.00
Guam											\$0.00
Hawaii											\$0.00
Idaho											\$0.00
Illinois											\$0.00
Indiana											\$0.00
Iowa											\$0.00
Kansas											\$0.00
Kentucky											\$0.00
Louisiana											\$0.00
Maine											\$0.00
Maryland											\$0.00
Massachusetts											\$0.00
Michigan											\$0.00
Minnesota											\$0.00
Mississippi											\$0.00
Missouri											\$0.00
Montana											\$0.00
Nebraska											\$0.00
Nevada											\$0.00
New Hampshire											\$0.00
New Jersey											\$0.00
New Mexico											\$0.00
New York											\$0.00
North Carolina											\$0.00
North Dakota											\$0.00

Attachment E - Abandoned Unclaimed Property Filing Matrix

Examination Holder

Abandoned and Unclaimed Property Examination

Subsidiary Name (if applicable)

AUP Filing Inventory

	Holder confirmed that there were no filings to this reporting jurisdiction as a negative report was not required
	Missing payment confirmation
	Confirmation of filings needed from holder
	Missing state transmittal form for amounts reported and remitted
	Missing both state transmittal form for and proof of payment for amounts reported and remitted

Reporting Jurisdiction	Report Year										Totals
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
Ohio											\$0.00
Oklahoma											\$0.00
Oregon											\$0.00
Pennsylvania											\$0.00
Puerto Rico											\$0.00
Rhode Island											\$0.00
South Carolina											\$0.00
South Dakota											\$0.00
Tennessee											\$0.00
Texas											\$0.00
Utah											\$0.00
Vermont											\$0.00
Virgin Islands											\$0.00
Virginia											\$0.00
Washington											\$0.00
West Virginia											\$0.00
Wisconsin											\$0.00
Wyoming											\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Attachment H - Preliminary Liability Template

**ABC Company
 Abandoned and Unclaimed Property Examination
 Preliminary Liability / Client State Addressable Property**

Year	Revenues	AP Universe	Payroll Universe	Amounts Reported	Total Liability
2016					
2015					
2014					
2013					
2012					
2011					
2010					
2009					
2008					
Total	\$0	\$0	\$0	\$0	\$0

Attachment H - Preliminary Liability Template

ABC Company

Abandoned and Unclaimed Property Examination

Revenues (based upon a fiscal year ended December 31) for years 2006-2016⁽¹⁾



Denotes Revenues Not Applicable due to date of incorporation, acquisition date or date of disposal

Represents information to be provided/confirmed by the holder

	ABC1	ABC2	ABC3	ABC4	ABC5	Total Revenue
EIN	00-1234567	00-1234568	00-1234569	00-1234570	00-1234571	
Date of Inc.	1/1/2000	1/1/1900	1/1/1995	1/1/1950	1/1/1980	
State of Inc.						
2016						
2015						
2014						
2013						
2012						
2011						
2010						
2009						
2008						
2007						
2006						
Totals						

Notes:

- (1) Information obtained from Federal Form 1120's (U.S. Corporation Income Tax Return), Form 851s (Affiliations Schedule) and Consolidating Schedules

Attachment H - Preliminary Liability Template

**ABC Company
Abandoned and Unclaimed Property Examination
Preliminary Liability**

Property Type	2006	2007	2008	2009	Total
Accounts Payable					
Payroll					
Totals					

