Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section I

Part IA – Technical Proposal	
RFP Title:	***Unclaimed Property Auditing Services***
RFP:	***3527***
Vendor Name:	***Innovative Advocate Group, Inc.***
Address:	***370 State Highway 35, Suite 201 Red Bank, NJ 07701***
Opening Date:	***March 27, 2018***
Opening Time:	***2:00 PM***

370 State Highway 35 · Suite 201

Red Bank, NJ 07701

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section II

Part IA - Technical Proposal Submission Requirements

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iagroup

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Section III

VENDOR INFORMATION SHEET FOR RFP 3527

V1	Company Name	***Innovative Advocate Group, Inc.***

V2	Street Address	***370 State Highway 35, Suite 201***

V3	City, State, ZIP	***Red Bank, NJ 07701***

V4	Telephone Number		
	Area Code: *732*	Number: *576.7710*	Extension:

V5	Facsimile Number		
	Area Code:	Number:	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: ***Kelly D'Emilia***
	Title: ***President/Owner***
	Address: ***370 State Highway 35, Suite, Red Bank, NJ 07701***
	Email Address: ***Kdemilia@innovativeadvocate.com***

V8	Telephone Number for Contact Person		
	Area Code: *732*	Number: *576.7710*	Extension: *10*

V9	Facsimile Number for Contact Person		
	Area Code:	Number:	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: ***Kelly D'Emilia***	Title: ***President/Owner***

V11	Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: Kelly D Emilia	Date: 3/22/2018

370 State Highway 35 · Suite 201
Red Bank, NJ 07701

Section IV - *State Documents*

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES	X	NO	
Justification for Confidential Status			

Innovative Advocate Group, Inc.

Company Name

Kelly D Emilia

Signature

Kelly D'Emilia

Print Name

March 22, 2018

Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Innovative Advocate Group, Inc.

Vendor Company Name

Kelly D'Emilia

Vendor Signature

Kelly D'Emilia

Print Name

March 22, 2018

Date

This document shall be submitted in Section IV of vendor's technical proposal

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Vendor Licensing Agreements and/or hardware and software maintenance agreements.

Security Overview of Innovative Advocate Group, Inc.

To ensure the secure file transfer of confidential client data, IA Group uses Office365 SharePoint document management solutions from Microsoft Corporation hosted on their Azure secure cloud platform. Office365 SharePoint is a widely used commercial secure file transfer technology used internationally by all size organizations. The technology incorporates bank and government grade SSL encryption that is compliant with the highest levels of state and federal privacy regulations.

Office 365 is a security-hardened service, designed following the Microsoft Security Development Lifecycle. The service brings together the best practices from two decades of building enterprise software and managing online services. At the service level, Office 365 uses the defense-in-depth approach to provide physical, logical, and data layers of security features and operational best practices. In addition, Office 365 enterprise level enterprise-grade, user and admin controls to further secure the user environment. The security features include:

Physical security

- ***24-hour monitoring of data centers***
- ***Multi-factor authentication, including biometric scanning for data center access***
- ***Internal data center network is segregated from the external network***
- ***Role separation renders location of specific customer data unintelligible to the personnel that have physical access***
- ***Faulty drives and hardware are demagnetized and destroyed***

Show Hide Logical security

- ***Lock box processes for strictly supervised escalation process greatly limits human access to your data***
- ***Servers run only processes on whitelist, minimizing risk from malicious code***
- ***Dedicated threat management teams proactively anticipate, prevent and mitigate malicious***

access

- ***Port scanning, perimeter vulnerability scanning, and intrusion detection prevent or detect any malicious access***

<u>Show Hide Data security</u>

- ***Encryption at rest protects your data on our servers***
- ***Encryption in transit with SSL/TLS protects your data transmitted between you and Microsoft***
- ***Threat management, security monitoring, and file/data integrity prevents or detects any tampering of data***
- ***Rights Management Services prevents file-level access without the right user credentials***
- ***Multi-factor authentication protects access to the service with a second factor such as phone***
- ***S/MIME provides secure certificate-based email access***
- ***Office 365 Message Encryption allows you to send encrypted email to anyone***
- ***Data loss prevention prevents sensitive data from leaking either inside or outside the organization***
- ***Data loss prevention can be combined with Rights Management and Office 365 Message Encryption to give greater controls to your admins to apply appropriate policies to protect sensitive data***

Additional compliance details are listed below and more information can be found at:

http://technet.microsoft.com/en-us/library/office-365-compliance.aspx

Microsoft Office365 Compliance Standards:

1. ***Health Insurance Portability and Accountability Act (HIPAA): HIPAA imposes on our customers that may be "covered entities" under the law security, privacy, and reporting requirements regarding the processing of electronic protected health information. Microsoft developed Office 365 to provide physical, administrative, and technical safeguards to help our customers comply with HIPAA. If required, we will sign a HIPAA Business Associate Agreement (BAA) with any customer. For more information about the HIPAA BAA, visit the HIPAA/HITECH FAQ.***

2. ***Data processing agreements (DPAs): We provide customers with additional contractual***

assurances through DPAs regarding Microsoft handling and safeguarding of customer data. By signing DPAs, we commit to over 40 specific security commitments collected from regulations worldwide. Click here to sign. (Enterprise agreement customers should contact their account representative to obtain a DPA.)

3. ***Federal Information Security Management Act (FISMA): FISMA requires U.S. federal agencies to develop, document, and implement controls to secure their information and information systems. The FISMA FAQ describes how the Office 365 service follows security and privacy processes relating to FISMA.***

4. ***ISO 27001: ISO 27001 is one of the best security benchmarks available in the world. Office 365 is the first major business productivity public cloud service to have implemented the rigorous set of physical, logical, process and management controls defined by ISO 27001.***

5. ***European Union (EU) Model Clauses: The EU Data Protection Directive, a key instrument of EU privacy and human rights law, requires our customers in the EU to legitimize the transfer of personal data outside of the EU. The EU model clauses are recognized as a preferred method for legitimizing the transfer of personal data outside the EU for cloud computing environments. Offering the EU model clauses involves investing and building the operational controls and processes required to meet the exacting requirements of the EU model clauses. Unless a cloud service provider is willing to agree to the EU model clauses, a customer might lack confidence that it can comply with the EU Data Protection Directive's requirements for the transfer of personal data from the EU to jurisdictions that do not provide "adequate protection" for personal data. The EU model clauses FAQ describes the Microsoft regulator-endorsed approach for the EU model clauses.***

6. ***U.S.- EU Privacy Shield. The Privacy Shield framework also enables customers to legally transfer personal data. Microsoft and its controlled U.S. subsidiaries including Office 365 (Microsoft) comply with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union to the United States. Microsoft has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit www.privacyshield.gov.***

7. ***Family Educational Rights and Privacy Act (FERPA): FERPA imposes requirements on U.S. educational organizations regarding the use or disclosure of student education records, including email and attachments. Microsoft agrees to use and disclosure restrictions imposed by FERPA that limit our use of student education records, including agreeing to not scan emails or documents for advertising purposes.***

8. ***Statement on Standards for Attestation Engagements No. 16 (SSAE 16): Office 365 has been audited by independent third parties and can provide SSAE16 SOC 1 Type I and Type II reports on how the service implements controls.***

9. ***Canadian Personal Information Protection and Electronic Documents Act (PIPEDA): The Canadian Personal Information Protection and Electronic Documents Act pertains to how private sector organizations collect, use, and disclose personal information in the course of commercial business. Microsoft supports compliance with PIPEDA through our administration of Office 365.***

10. ***Gramm–Leach–Bliley Act (GLBA): The Gramm–Leach–Bliley Act requires financial institutions to put processes in place to protect their clients' nonpublic personal information. GLBA enforces policies to protect information from foreseeable threats in security and data integrity. Customers subject to GLBA can use Office 365 and comply with GLBA requirements.***

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Applicable certifications and/or licenses.

Small Business Set-Aside Act and Minority and Women Certification Program.

State of New Jersey

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
33 WEST STATE STREET, 5TH FLOOR
P.O. BOX 026
TRENTON, NEW JERSEY 08625-026
PHONE: 609-292-2146 FAX: 609-984-6679

FORD M. SCUDDER
State Treasurer

CERTIFIED

under the

Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges **INNOVATIVE ADVOCATE GROUP, INC.** is a **WBE** owned and controlled company, which has met the criteria established by N.J.A.C. 17:46.

This certification will remain in effect for three years. Annually the business must submit, not more than 20 days prior to the anniversary of the certification approval, an annual verification statement in which it shall attest that there is no change in the ownership, control or any other factor of the business affecting eligibility for certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI that lists certified minority and women-owned business. If the business seeks to be certified again, it will have to reapply and pay the $100 application fee. In this case, a new application must be submitted prior the expiration date of this certification.

Peter Lowicki
Deputy Director

Issued: October 25 2017
Certificate Number: 70447-15

Expiration: October 24, 2020

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section V

2. SCOPE OF WORK

2.1 Qualifications

2.1.1 Vendor must possess knowledge and agree to comply with Nevada's unclaimed property law, NRS 120A, NAC 120A, and all federal legislation and court rulings regarding the Uniform Unclaimed Property Act of 1995 (**See Attachment H)**.

IA Group possess' the knowledge and agrees to comply with Nevada's unclaimed property law, NRS 120A, NAC 120A, and all federal legislation and court rulings regarding the Uniform Unclaimed Property Act of 1995.

2.1.2 Vendor must possess previous experience providing unclaimed property auditing services for similar agencies. Provide documentation outlining previous experience, including at a minimum, the number of years providing these or similar services, average number of engagements per year and general qualifications of staff and supervisors performing audit functions.

The following specifically demonstrates IA Group's previous experience and capabilities to conduct unique AUP audits and examinations:

Previous Experience:

IA Group, is a stand-alone Company with no subsidiaries or affiliates. The Firm which was incorporated in The State of New Jersey in 2014 is a women-owned business and is located in Red Bank, New Jersey. IA Group specializes in unclaimed property audits, is currently contracted with fifteen (15) States, conducting over 90 abandoned and unclaimed property examinations of holders across numerous industries.

Number of years providing these or similar services:

IA Group has been providing Unclaimed Property Auditing services for 6 years.

Average number of engagements per year:

IA Group has an average on 50 engagements per year.

General Qualifications of staff and supervisors performing audit functions:

IA Group currently has 20 employees including internal counsel and data scientist who are dedicated to unclaimed property recovery services. The following provides an organizational structure with respective audit functions.

- ***President (1): participates in all exams, maintains direct relationships with holders and State administrators, ensures compliance of policies and procedures, drives audit schedule and compliance, and sign off on all document review and calculations.***
- ***Manager (1): participates in all exams, works directly with associates on audit issues, participates on bi-weekly holder updates and status calls, reviews all documentation provided by holder with associates, reviews draft workpapers and calculations, ensures compliance of policy and procedures, and drives audit schedule and compliance, catalogs and reviews holder's documentation, analyzes holder's financial information, communicates regularly with holders, reviews call notes, schedules data, and prepares calculations and final reports.***
- ***Lead Senior (1): participates in all exams, works directly with associates on audit issues, participates on bi-weekly holder updates and status calls, reviews all documentation provided by holder with associates, reviews draft workpapers and calculations, ensures compliance of policy and procedures, and drives audit schedule and compliance.***
- ***Senior Associate (2): participates in approximately 50% of exams, works directly with associates on audit issues, catalogs and reviews holder's documentation, analyzes holder's financial information, communicates regularly with holders, participates in conference calls, reviews call notes, schedules data, and prepares calculations and final reports.***
- ***Associate (8): each associate participates in approximately 15 exams, catalogs and reviews holder's documentation, analyzes holder's financial information, communicates regularly with holders, participates in conference calls, prepares call notes, schedules data, and prepares calculations and final reports.***
- ***Interns (5): IA Group offers college and high school internship programs. Each internship program offers students the opportunity to learn and assist IA Group associates in different areas of review. Internships include but are not limited to the***

review of Form 1120 and 851, balance sheet accounts, preparation of audit work papers, identification of potential holders for audit, etc…

- ***Legal Counsel (1): consultation and advice regarding general legal and corporate matters, contract review and compliance, human resource and employment counseling, consultation and advise AUP matters, review of Non-Disclosure Agreements.***
- ***Data Security Manager (1): maintains website and server, responsible for employee computer assistance, ensures internal and network security.***
- ***Data Scientist (1): converts documentation to standard file formats, assists in ERP forensics, develops the statistical methodology and templates, prepares data population for statistical sample, responsible for employee computer assistance, ensures internal and network security.***

Attached Organizational Chart with Respective Role Descriptions (Attachment 7)

2.2 Scope of Work

2.2.1 Identification and Collection of Unclaimed Property

2.2.1.1 Vendor shall undertake to identify and collect all types of unclaimed property from persons, firms and entities ("holders"), that have never reported or have improperly reported to the State of Nevada, or have in their possession unclaimed property ("property") that is subject to report and delivery under NRS 120A.

2.2.1.2 The State of Nevada reserves the right to participate in or restrict its participation in an audit of any holder.

2.2.1.3 Prior to beginning any audit, the Vendors shall:

A. Draft and submit to the Nevada Unclaimed Property Division an engagement letter which defines agreed upon procedures, at a minimum:

1. All holders, including all subsidiaries or affiliated holders, included in the scope of the audit, identified by both FEIN and Legal Name;

2. Time period of records to be examined;

3. Specific scope of types of records and/or transactions to be audited;

4. Audit selection criteria used;

5. Frequency and/or timing of reporting identified unclaimed property during an audit;

6. Anticipated begin date of audit; and

7. Anticipated time to complete audit;

B. Not begin any audits pursuant to the contract until after the engagement letter, with agreed upon procedures, has been accepted and signed by the Nevada Unclaimed Property Division.

IA Group will execute a Holder Profile Report for the State in order to gain permission to begin an examination.

Attached Sample Holder Profile Report (Attachment 6)

2.2.1.4 In conjunction with the identification and collection of property, the Vendor shall:

A. Audit the records of holders or potential holders to identify with specificity the unclaimed property that should be reported and delivered to the state;

B. Advise holders that all property reported and remitted must conform to Nevada reporting requirements;

C. Prepare and submit to the Nevada Unclaimed Property Division reports of property in accordance with the requirements of the statute, NRS 120A and the Nevada Administrative Code (NAC) 120A and as stated in the agreed upon procedures;

D. Request holders and their agents to deliver to the Vendor, or the Vendor's custodian, property deemed owing under NRS 120A; and

E. Forward the property to Nevada Unclaimed Property Division or its designee.

Attached Sample Audit Procedures (Attachment 1)

2.2.1.5 The State Treasurer's Office reserves the right to request the vendor to conduct audits which include local Nevada businesses in addition to nationwide audits. The vendor should ensure any costs or additional resources it may require to conduct local audits in addition to national audits is represented accurately and completely within its proposal.

IA Group confirms it may be requested to conduct audits which include local Nevada businesses in addition to nationwide audits. The vendor should ensure any costs or additional resources it may require to conduct local audits in addition to national audits is represented accurately and completely within its proposal.

2.3 Enforcement Efforts

2.3.1 If a holder fails or refuses to report and deliver unclaimed property, the Vendor shall advise the Nevada Unclaimed Property Division, in writing, of the holder's failure or refusal within 30 days of the date the Vendor requested the reporting and delivery of property. Written notice is to be delivered via email to UPAudit@nevadatreasurer.gov.

IA Group confirms if a holder fails or refuses to report and deliver unclaimed property, IA Group shall advise the Nevada Unclaimed Property Division, in writing, of the holder's failure or refusal within 30 days of the date the Vendor requested the reporting and delivery of property.

2.4 Joint Efforts with Participating States

2.4.1 The State acknowledges that the Vendor may perform the services required under this contract concurrently with its performance of similar services for other states having similar requirements in connection with their respective unclaimed property laws.

IA Group confirms the State acknowledges that IA Group may perform the services required under this contract concurrently with its performance of similar services for other states having similar requirements in connection with their respective unclaimed property laws.

2.5 Conflicts of Interest

2.5.1 The Unclaimed Property Agent shall maintain independence in mental attitude in accordance with AICPA Professional Standards AU Section 220. The Vendor(s) should not only be independent in fact but should avoid situations that may lead others to doubt their independence.

IA Group confirms that it should not only be independent in fact but should avoid situations that may lead others to doubt their independence.

2.6 Work In Progress Report

2.6.1 The Vendor shall provide the Unclaimed Property Division a monthly Work in Progress report that describes the status, including percentage of completion for each Federal Employer Identification Number, of all audits in process. The report will include the audit identification for each audit presented on the report. Reports are to be delivered via email to UPAudit@nevadatreasurer.gov. (Provide sample Work in Progress reports).

IA Group will provide Unclaimed Property Division a monthly Work in Progress report that describes the status, including percentage of completion for each Federal Employer Identification Number, of all audits in process. The report will include the audit identification for each audit presented on the report.

Attached Sample Work in Progress Reports (Attachment 4)

2.7 Acknowledgements

2.7.1 The Nevada Unclaimed Property Division has the final and sole authority to decide who, if anyone will represent the Division in the unlikely event more than one Vendor or another state wants to identify and collect unclaimed property from the same holder.

IA Group confirms The Nevada Unclaimed Property Division has the final and sole authority to decide who, if anyone will represent the Division in the unlikely event more than one Vendor or another state wants to identify and collect unclaimed property from the same holder.

2.7.2 The Nevada Unclaimed Property Division may approve or disapprove authorization to attempt to identify and locate unclaimed property from any holder without offering justification for such denial. The Division may also, after authorization has been granted to conduct an audit of a holder, suspend or terminate the examination on behalf of the state regardless of whether it has commenced, for any reason, including legislative or judicial action which causes delay that prevents performance, or an unforeseen or uncontrollable event, and without offering justification for such suspension or termination.

IA Group confirms that The Nevada Unclaimed Property Division may approve or disapprove authorization to attempt to identify and locate unclaimed property from any holder without offering justification for such denial. The Division may also, after authorization has been granted to conduct an audit of a holder, suspend or terminate the examination on behalf of the state regardless of whether it has commenced, for any reason, including legislative or judicial action which causes delay that prevents performance, or an unforeseen or uncontrollable event, and without offering justification for such suspension or termination.

2.8 Holder Due Diligence & Subsequent Reporting

2.8.1 The Vendor shall advise each holder in writing of the provisions of the Nevada statute for notifying owners of their property. Provide samples of documentation provided holders. NRS 120A.560(5) requires written notice be sent to owners or apparent owners not more than 120 days or less than 60 days before filing the report if the following is applicable:

2.8.1.1 If it is unknown whether the last known address is known to be accurate.

2.8.1.2 The claim of the apparent owner is not barred by a statute of limitations.

2.8.1.3 The value of the property is $50 or more.

IA Group will advise each holder in writing of the provisions of the Nevada statute for notifying owners of their property.

2.8.2 The Vendor shall require each holder to file with the Nevada Unclaimed Property Division an affidavit stating that the holder has complied with NRS 120A.560(5).

IA Group confirms it shall require each holder to file with the Nevada Unclaimed Property Division an affidavit stating that the holder has complied with NRS 120A.560(5).

2.8.3 The Vendor, upon completion of the initial review or examination of a holder's records, must instruct the holder to file all future reports with the State of Nevada, pursuant to Nevada reporting requirements.

IA Group confirms, upon completion of the initial review or examination of a holder's records, must instruct the holder to file all future reports with the State of Nevada, pursuant to Nevada reporting requirements.

2.9 Unclaimed Property Report

2.9.1 The Vendor shall provide reports of the property to be forwarded to the Division in a format prescribed by the Division pursuant to NRS 120A and NAC 120A. The Division will provide reporting instructions, and specifications needed for automated reporting.

IA Group confirms it shall provide reports of the property to be forwarded to the Division in a format prescribed by the Division pursuant to NRS 120A and NAC 120A.

2.9.2 Reports will include the following information:

2.9.2.1 Holder name;

2.9.2.2 Holder address;

2.9.2.3 A holder contact, familiar with the records processed and the property transferred;

2.9.2.4 Federal Employer Identification number of the holder;

2.9.2.5 Owners' names;

2.9.2.6 Owners' last known addresses;

2.9.2.7 Owners' social security numbers or Federal Tax Identification numbers;

2.9.2.8 Types of property;

2.9.2.9 Any unique property identifier or number used by the holder (for example, an account number or a birth date);

2.9.2.10 Amount of the property;

2.9.2.11 CUSIP number, and certificate numbers for any securities, if applicable;

2.9.2.12 Bond numbers and coupon numbers accompanied with call date, if applicable;

2.9.2.13 Value of the shares and the valuation date;

2.9.2.14 Description of any securities, including maturity dates, interest rates, and interest or dividends due, if applicable; and

2.9.2.15 Date of the last transaction with the owner with respect to the property.

2.10 Custody of Unclaimed Property

2.10.1 If the Vendor does not provide financial custodial services, the Vendor shall enter into an agreement with a custodian to provide these services for the Vendor. Indicate if custodial services are provided by the Vendor or by an outsourced custodial service.

IA Group does not provide financial custodial services.

2.10.2 The custodian shall:

2.10.2.1 Segregate into a separate account or accounts all property delivered by holders.

IA Group will provide a segregated custodial account for the property collected from a Holder, prior to IA Group turning the property over to the State.

2.10.2.2 Acknowledge that the Division has all rights of a third party beneficiary with respect to the benefit and enforcement of these provisions, and that these provisions may only be amended with the written consent of the Division.

IA Group acknowledges that the Division has all rights of a third party beneficiary with respect to the benefit and enforcement of these provisions, and that these provisions may only be amended with the written consent of the Division.

2.10.2.3 In the event an outsourced custodial service is utilized, the contract must include the provisions of Sections 2.10.2.1 and 2.10.2.2 of this RFP, and must be submitted to the Nevada Unclaimed Property Division, along with any subsequent amendments. Provide all current contracts.

IA Group will not outsource custodial services.

2.10.3 The Vendor shall advise the holder that the holder is responsible for paying all claims up to the time that both a final report has been agreed to and the holder has delivered the property to the Vendor.

IA Group will advise the holder that the holder is responsible for paying all claims up to the time that both a final report has been agreed to and the holder has delivered the property to IA Group.

2.10.4 The Vendor or its custodian, shall not pledge, assign, hypothecate or otherwise encumber property without the prior written consent of the Division, nor shall the Vendor take any ownership position in any securities constituting property.

IA Group shall not pledge, assign, hypothecate or otherwise encumber property without the prior written consent of the Division, nor shall the Vendor take any ownership position in any securities constituting property.

2.11 Delivery of Unclaimed Property

2.11.1 The Vendor shall reconcile the report with the holder and deliver all property with the reconciled report to the Nevada Unclaimed Property Division within 60 days from receipt of any property by the custodian.

IA Group will meet with the Holder to review, discuss, and reconcile the findings. The reconciled report, along with payment, will be provided to the Nevada Unclaimed Property Division within 60 days from receipt of any property by the custodian (IA Group).

2.11.2 Certificates for securities must be registered, if at all possible, in the name of Nevada Unclaimed Property. Those certificates that cannot be transferred must be delivered to Nevada Unclaimed Property in the nominee or original owner's name. Except for securities that are required to be certificated, all securities must be electronically transferred directly from the Holder or the Holder's transfer agent, to a designated custodial securities account held by the Administrator, unless instructed otherwise by the Administrator.

IA Group confirms that Certificates for securities must be registered, if at all possible, in the name of Nevada Unclaimed Property. Those certificates that cannot be transferred must be delivered to Nevada Unclaimed Property in the nominee or original owner's name. Except for securities that are required to be certificated, all securities must be electronically transferred directly from the Holder or the Holder's transfer agent, to a designated custodial securities account held by the Administrator, unless instructed otherwise by the Administrator.

2.11.3 The original date that certificates are registered in the name of Nevada Unclaimed Property or our nominee name, or credited in book entry form, must be retained, and must become a part of all reports relating to such certificates.

IA Group confirms that the original date that certificates are registered in the name of Nevada Unclaimed Property or our nominee name, or credited in book entry form, must be retained, and must become a part of all reports relating to such certificates.

2.11.4 A complete delivery of property consists of the following:

2.11.4.1 Unclaimed Property Report (NAUPA report, submitted online).

IA Group will submit a complete report to NAUPA upon completion of the examination of Holder

2.44.4.2 A confirmation of each securities transaction either by a physical certificate, electronic transfer form or a statement indicating the transfer to Nevada Unclaimed Property.

A confirmation will be provided of each securities transaction either by a physical certificate, electronic transfer form or a statement indicating the transfer to Nevada Unclaimed Property.

2.11.4.3 Summary of all stock or mutual funds delivered which include the name, the CUSIP and the total number of shares by issue.

IA Group will provide a summary of all stock or mutual funds delivered which include the name, the CUSIP and the total number of shares by issue.

2.11.5 Each holder delivery shall be separate.

IA Group confirms that each Holder delivery shall be separate.

Attached Final Report (Attachment 6).

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section VI

3. COMPANY BACKGROUND AND REFERENCES

3.1 VENDOR INFORMATION

3.1.1 Vendors shall provide a company profile in the table format below.

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Question	Response
Company name:	**Innovative Advocate Group, Inc.**
Ownership (sole proprietor, partnership, etc.):	**S - Corporation**
State of incorporation:	**New Jersey**
Date of incorporation:	**June 24, 2014**
# of years in business:	**5**
List of top officers:	**Kelly D'Emilia**
Location of company headquarters, to include City and State:	**Red Bank, New Jersey**
Location(s) of the office that shall provide the services described in this RFP:	**370 State Highway 35, Suite 201** **Red Bank, NJ 07701**
Number of employees locally with the expertise to support the requirements identified in this RFP:	**20**
Number of employees nationally with the expertise to support the requirements in this RFP:	**20**
Location(s) from which employees shall be assigned for this project:	**370 State Highway 35, Suite 201** **Red Bank, NJ 07701**

3.1.2 A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

N/A

3.1.3 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

IA Group is registered with the State of Nevada, Secretary of State's Office as a foreign corporation.

3.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Attached license by the State of Nevada, Secretary of State's Office (Attachment 8)

Question	Response
Nevada Business License Number:	***Entity # E0132222018-9*** ***Document # 20180119595-81***
Legal Entity Name:	***Innovative Advocate Group, Inc.***

Is “Legal Entity Name” the same name as vendor is doing business as?

Yes	***X***	No	

If “No”, provide explanation.

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	***X***

If “Yes”, complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	**Response**
Name of State agency:	***N/A***
State agency contact name:	***N/A***
Dates when services were performed:	***N/A***
Type of duties performed:	***N/A***
Total dollar value of the contract:	***N/A***

3.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	***X***

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	***X***

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	**Response**
Date of alleged contract failure or breach:	***N/A***

Question	Response	
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:	***N/A***	
Amount in controversy:	***N/A***	
Resolution or current status of the dispute:	***N/A***	
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:	***N/A***	

3.1.8 Vendors shall review and provide if awarded a contract the insurance requirements as specified in **Attachment D, Insurance Schedule for RFP 3527.**

IA Group has reviewed Attachment D and will provide the insurance requirements if awarded a contract.

3.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

Kelly D'Emilia, President of Innovative Advocate Group, Inc. ("IA Group"), began her career in the controller's organization of Sun Oil Company in Philadelphia, PA. She then moved to Arthur Andersen LLP, in New York City, working in its Federal and State and Local Tax Group. Kelly later moved onto PricewaterhouseCoopers LLP where she led the Metro New York State and Local Abandoned and Unclaimed Property ("AUP") practice. Kelly has over 20 years' experience with abandoned and unclaimed property. Kelly has participated in and spoken at Lorman Education Seminars, COST Seminars, UPPO (Unclaimed Property Professional Organization), Tax Executive Institute, as well as other various seminars and webinars.

Prior to auditing on behalf of States, Kelly assisted companies with various state abandoned and unclaimed property issues; including quantifying abandoned and unclaimed property exposure, voluntarily disclosing historical unclaimed liability for various states, audit defence proceedings with various states, developing company's policies and procedures in response to Sarbanes/Oxley requirements, implementing AUP systems designed to facilitate the abandoned and unclaimed property compliance process, and determining calculations for balance sheet reserve requirements. Kelly has worked with the oil and gas, entertainment, construction, food service, private equity, financial services, and retail industries, among others.

Kelly and IA Group work with its current State clients to ensure proper auditing procedures are being followed. Kelly has identified many different property types that States did not previously audit. She was able to apply her many years of experience on the "other side" as an advocate to give a different approach for auditing Holders.

IA Group trains many of its State clients on the different auditing procedures to ensure all property is returned to the owner in the most efficient manner.

The following specifically demonstrates IA Group's capabilities to conduct unique AUP audits and examinations:

Industry Experience: The IA Group has experience in all industries with various property types, has been involved in numerous large-scale company reviews related to AUP, and has assisted in VDA preparation and submission projects with various states related to unclaimed property.

Project Management: While working with an extensive list of Fortune 500 companies, we have learned to manage engagements of all sizes. Assisting in AUP reviews either as an advocate while under audit, or helping a company to identify procedural gaps has given our staff the experience necessary to now assist the State in identifying issues in companies under audit. IA Group can assist in providing experience to address technical and procedural audit issues not typically encountered during tax examinations.

Data Management: Audits involve reviews of transaction based history. Data management skills are vital in understanding where procedural gaps may exist. These data management skills are not just limited to the review of system data, but also the ability to effectively communicate with IT professionals. It is our goal to obtain the best possible addressable records in order to reunite the Owner with their property.

<u>Technical Expertise</u>: The IA Group has extensive experience covering all aspects of unclaimed property including VDA assistance, liability and reserve calculations, process reviews, and audit defense across all industries. Additionally, our accounting knowledge in areas outside of unclaimed property has given us the unique ability to utilize general accounting concepts while examining the books and records of companies under examination.

<u>Our Approach</u>: IA Group brings flexibility to the table. Our Team will work with the State in the most beneficial and efficient way, making sure that we are adding value to the review, and creating an action plan that best suits your immediate and long-term objectives. We understand that we are a representation of our clients, and therefore, we ensure that our professionalism and positive attitude shine through in all that we do.

3.1.10 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

IA Group has been providing Unclaimed Property Examination Services for over 6 years.

Kelly D'Emilia has over 20 years' with abandoned and unclaimed property.

Staff at IA Group has more than 15 years' experience collectively.

3.1.11 Financial information and documentation to be included in accordance with **Section 8.5, Part III – Confidential Financial Information**.

3.1.11.1Dun and Bradstreet Number 0

3.1.11.2Federal Tax Identification Number

3.1.11.3The last two (2) years of audited financial statements.

Provided under separate cover in Part III – Confidential Financial Information.

3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	***X***

If "Yes", vendor shall:

3.2.1.1Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

3.2.1.2If any tasks are to be completed by subcontractor(s), vendors shall:

A. Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

B. Describe your previous experience with subcontractor(s).

3.2.1.3 Provide the same information for any proposed subcontractors as requested in **Section 3.1, Vendor Information**.

3.2.1.4 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

3.2.1.5 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in **Section 3.2, Subcontractor Information**. The vendor shall receive agency approval prior to subcontractor commencing work.

3.3 BUSINESS REFERENCES

3.3.1 Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last three (3) years.

IA Group has requested references from the following:

- ***The State of Delaware***
- ***The State of Texas***
- ***The State of Pennsylvania***

3.3.2 Vendors shall submit **Attachment E, Reference Questionnaire** to their business references.

Attachment E has been submitted to our business references noted above.

3.3.3 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in **Section 7, RFP Timeline** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

3.3.4 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section VII

3.4 VENDOR STAFF RESUMES

A resume shall be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per **Attachment F, Proposed Staff Resume.**

Included Resumes'

- ***Kelly D'Emilia, President***
- ***Eric Burke, Lead Senior***
- ***Robert D'Emilia, Internal Counsel***
- ***Christopher Torre, Data Security Manager***
- ***Moshe Naimi, Data Scientist***
- ***Steven Wood, Senior Associate***
- ***Suzanne Tardy, Senior Associate***
- ***Tory Manfre, Associate***
- ***Bushra Javaid, Associate***
- ***Gerard Meyer, Associate***
- ***Ryan Coleman, Associate***
- ***Dylan Curry, Associate***
- ***Peter Skarzynski, Associate***
- ***Cathleen Coleman, Associate***
- ***Karen Carson, Associate***

Attached Proposed Staff Resumes' (Attachment F)

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Kelly D'Emilia**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**President**		
# of Years in Classification:	**5**	**# of Years with Firm:**	**5**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

2/13-Current **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
President and Owner

6/02-1/13 **PRICEWATERHOUSECOOPERS LLP, NEW YORK, NY**
State and Local Tax Director, Unclaimed Property

2/98-6/02 **ARTHUR ANDERSEN LLP, NEW YORK, NY**
State and Local Tax Manager

5/97-2/98 **AMERICAN EXPRESS, NEW YORK, NY**
Tax Manager

6/90 - 5/97 **SUN OIL COMPANY, INC., PHILADELPHIA, PA**
Senior Tax Accountant (9/95 - 5/97)

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2/13-Current **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
President and Owner

- Maintains direct relationship with holders and state administrators.
- Manages all examinations.
- Supervises seniors, staff and associates.
- Sign off on all document review and calculations.
- Monitory regulatory changes that effect the industry.
- Ensures compliance of policies and procedures.
- Drives audit schedule and compliance.
- Research and investigate new business targets (property types, holders).
- Responsible for interviewing/hiring/training.

6/02-1/13 **PRICEWATERHOUSECOOPERS LLP, NEW YORK, NY**

State and Local Tax Director, Unclaimed Property

- Managed and responsible for $9M FY'13 core AUP fees.
- Supervise and train 40 seniors, staff and associates.
- Participated and spoke at Lorman Education Seminars, COST Seminars, UPPO, among others.
- Assisted companies with quantifying abandoned and unclaimed property exposure.
- Negotiated voluntary disclosure arrangements for companies not in compliance for unclaimed property.
- Provided audit defense for companies with various states.
- Developed policies and procedures for companies in response to Sarbanes/Oxley requirements.
- Assisted in implementing AUP systems designed to facilitate the AUP compliance process.
- Developed relationships with state contacts.

2/98-6/02 **ARTHUR ANDERSEN LLP, NEW YORK, NY**

State and Local Tax Manager

- Managed and responsible for $1.2M FY'02 core sales tax fees.
- Supervise and train 3-5 seniors, staff and associates.
- Industry Liason for Transaction Tax Group. Responsible for developing internal relationships between Audit Partners/Managers and State & Local Tax Partners/Managers. Success based on net fees achieved by industry.
- Specialize in sales and use tax laws relating to the Construction, Utility and Technology, Media and Communication ("TMC") industries.
- Negotiated voluntary disclosure arrangements for companies not in compliance for various state taxes.
- Developed deep relationships with an emerging private telecom company, which went public on March 2000. Worked with company to prepare for its IPO and two acquisitions. Helped transform companies “quick books” G/L system into a more sophisticated G/L system for SEC purposes. Developed sales tax methodology for company to incorporate into new G/L system. Developed a compliance team for the company’s tax reporting function and prepared manuals for company’s accounts payable staff to use when making tax determinations.
- Supervised process mapping work flows of a significant utility company's tax department.
- Review state and local sales and use tax, excise tax, motor fuel tax, property tax and business tax returns for multi-jurisdictional companies.
- Presented sales and use tax training seminars focusing on Construction, TMC, and Utility industries.
- Assisted construction companies with developing procedures for tracking Industrial Development Agency ("IDA") benefits.
- Participate in the planning and analysis of state and local tax consequences of acquisitions, dispositions and mergers for clients.
- Research state and local tax issues of corporations and proposed tax saving alternatives to management.
- Experienced in excise tax laws such as motor fuel taxes.
- Developed a team to market motor fuel refund reviews for the New York highway use tax and Federal and State motor fuel tax.
- Responded to federal and state taxing authority information requests.
- Assessed and improved data collection and analysis processes for multi-tiered corporations.
- Sales and use tax speaker for Lorman Education Group.

5/97-2/98 **AMERICAN EXPRESS, NEW YORK, NY**
Tax Manager

- Prepared sales and use tax returns for all subsidiaries of the company.
- Responsible for coordinating use tax accrual review.
- Developed processes to automated sales and use tax preparation.
- Automated sales and use tax return function by installing FastTax and worked with IT group to develop programs to download tax information received from general ledger into the new tax system.
- Researched tax issues for company and its subsidiaries.

6/90 - 5/97 **SUN OIL COMPANY, INC., PHILADELPHIA, PA**
Senior Tax Accountant (9/95 - 5/97)

- Prepared federal, state and local excise returns, franchise, sales and use, transportation, and environmental tax returns.
- Interpret federal and state tax laws and their impact on company policies and procedures.
- Prepared Puerto Rico excise tax return and interpret Puerto Rico tax law as it related to company.
- Coordinated the purchase of a tax software package that would be compatible with new general ledger system.
- Supervised tax analyzing research projects.
- Experienced federal and state motor fuel audits and sales and use tax audits from initial contact through appeal process.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Widener University
Chester, PA
MBA with a concentration in Taxation, December 1996

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Insert here any certifications proposed individual has received.

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Eric Burke**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**3**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

08/17-Present **IA GROUP, RED BANK, NJ**
Lead Senior

6/15 - 6/17 **ERNST & YOUNG**
Assurance Staff

02/14 - 6/15 **IA GROUP, RED BANK, NJ**
Associate

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

07/14-Present **IA GROUP, RED BANK, NJ**
Lead Senior

- Supervises associates.
- Participates in status update calls with holder.
- Reviews all documentation provided by holder.
- Reviews draft work papers and calculations.
- Ensures compliance of policies and procedures.
- Drives audit schedule and compliance.
- Responsible for interviewing/training.
- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

6/15 - 6/17 **ERNST & YOUNG**
Assurance Staff

- Analyze financial statement reporting for public and non-public clients.

- Performs substantive tests and analytical procedures on balance sheets, income statements and cash flow statements in order to provide opinions on client's financial statements.
- Performs testing of inventory, cash, accounts receivable, accounts payable, fixed assets, revenue, journal entries, and payroll.
- Reviews internal controls to identify internal control strengths. Determines appropriate level of detail testing based on internal control assessment.
- Assesses the effectiveness of client's internal controls and procedures for financial reporting in accordance with standards established by the Public Company Accounting Oversight Board (PCAOB).
- Performs testing to ensure clients internal controls are in compliance with the Sarbanes Oxley Act of 2002.
- Leads and participates in control walkthroughs for various control cycles.
- Performs detailed analyses to evaluate financial statement information for accuracy, validity and conformance with GAAP.
- Identifies and communicates accounting and auditing matters to audit team members and managers.
- Communicates effectively with clients regarding complex accounting and auditing matters.
- Utilizes professional skepticism and critical thinking in all auditing procedures and documentation.
- Maintained effective time management while simultaneously working on several projects/clients.
- Conducts comprehensive financial audits and employee benefit plan audits in various industries such as telecom, construction, engineering, and healthcare.

02/14 - 6/15 **IA GROUP, RED BANK, NJ**
Associate

- 1120 reviews
- 851 reviews
- Review of balance sheet accounts
- Preparation of audit work papers
- Review of AR Agings and tie outs to G/L accounts
- Research of public companies to determine the stock transfer agent
- Research of companies to determine state/date of inc., revenues and company officers
- Prepares correspondences to audit companies as well as clients.
- Participates on conference calls with audit companies
- LLC setup
- 501c3 set up
- Preparation of a WEBE

EDUCATION
Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Monmouth University

West Long Branch, NJ
MBA, Master of Business Administration
Bachelor of Science in Accounting

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Pursuing CPA – 1 Part Passed
Bachelor of Science in Accounting
MBA, Master of Business Administration

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Robert D'Emilia**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**In-house Counsel**		
# of Years in Classification:	**4**	**# of Years with Firm:**	**4**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

6/14-Present **IA GROUP, RED BANK, NJ**
In-house Counsel

2003-2011 **GT SYSTEMS, INC. / CORPORATE RESOURCE DEVELOPMENT, INC.**
In-house Counsel

2000-2002 **FLEMMING, ZULACK & WILLIAMSON**
In-house Counsel

1998-1999 **UNILEVER UNITED STATES, INC.**
In-house Counsel

1979-1988 **DAVIS POLK & WARDWELL**
In-house Counsel

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

6/14-Present **IA GROUP, RED BANK, NJ**
In-house Counsel

- Preparation and review of administrative documents including employee contracts, internal handbook, etc.
- Preparation of Non-Disclosure Agreements with holder.
- Participation in holder examinations as necessary.
- Review of legal documentation signed between IA Group and states.

2003-2011 **GT SYSTEMS, INC. / CORPORATE RESOURCE DEVELOPMENT, INC.**

- In –House Counsel to a conglomerate of more than 40 staffing/employment agencies (over $200 million in sales) located in New York, New Jersey, Pennsylvania, Florida and Connecticut.
- Appearing in trial and appellate courts at both the state and federal levels without the need to retain outside counsel.
- Responsible for HR counseling, drafting of personnel policies, wage and hour compliance, HIPPA, immigration, contract negotiation and benefits administration.
- Responsible for handling corporate legal matters including counseling, non-competition agreements, collection matters, unfair competition claims, corporate litigation, confidentiality and non-disclosure agreements, diversity and employment matters, CGL insurance issues and drafting agreements, corporate documents and leases.
- Managerial and supervisory experience.

2000-2002 **FLEMMING, ZULACK & WILLIAMSON**

- Counsel to various corporate clients in connection with corporate and mass-tort matters.
- Appearing in trial and appellate courts at both the state and federal levels.

1998-1999 **UNILEVER UNITED STATES, INC.**

- Senior Attorney, Litigation Counsel, and later Assistant General Counsel.
- Responsible for handling and/or management of claims and insurance, arbitrations and litigation on behalf of Unilever and its operating companies with respect to a variety of subjects including employment and labor, unfair labor practice charges, diversion of exported good, EEOC, NLRB, ERISA, counterfeit goods, intellectual property, tax, UCC and contract matters.
- Responsible for coordination of comprehensive general liability (product, automobile and general liability) and workers compensation matters with insurance and consumer services departments.

1979-1988 **DAVIS POLK & WARDWELL**

- Broad experience in federal and state litigation including extensive deposition (taking and defending) and discovery practice.
- Arbitration, trial and appellate work.
- Labor relations (including contract negotiation); landlord/tenant and cooperative ownership relations; civil rights and employment discrimination; class actions; anti-trust, securities, product liability, construction, insurance and commercial litigation.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

St. Johns University School of Law
Jamaica, NY
Academic Standing: Upper 3% (7/333); Juris Doctor, June 1977
Honors: Research and Projects Editor, St. John's Law Review

Villanova University
Villanova, PA
Academic Standing: 3.59 GPA

B.A. Honors Program (political science/history), cum laude, May 1974

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

B.A. Honors Program (political science/history)

Attorney at Law in 3 States

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Chris Torre**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Chief Technical Officer**		
# of Years in Classification:	**3**	**# of Years with Firm:**	**3**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

01/15- Present **IA GROUP, RED BANK, NJ**
Chief Technical Officer

9/13- 9/15 **TECH MAHINDRA AMERICAS, MIDDLETOWN, NJ**
Senior Technical Architect and Consulting

10/01- 7/04 **AT&T RESEARCH AND DEVELOPMENT LABS, MIDDLETOWN, NJ**
Senior Member of Technical Staff

10/99- 9/01 **THRUPOINT INC., ISELIN, NJ**
Senior Interworking Engineer

10/01- 7/04 **SENIOR NETWORK ENGINEER, PISCATAWAY, NJ**
Senior Network Engineer

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

01/15- Present **IA GROUP, RED BANK, NJ**
Chief Technical Officer:

- Development and management of the company's IT strategy for effectively utilizing technological resources and ensuring they are used efficiently and securely. Provide sound technical leadership for all aspects the business. Communicate with employees, stakeholders and clients to ensure our company's technologies are used appropriately.
- IT Project Oversight, Advisory, Implementation & Project management
- Administration & Management of Share Point
- Research, planning & implementation of all Network infrastructure hardware and software components
- Vendor equipment research, review and management of hardware and network infrastructure
- Strategic review & planning for future system requirements

- Productivity and automation tasks
- Strategic Review and guidance for future system hardware, software & Network development
- Advise on development of system automation data backup strategy and productivity tools
- Administration & Management of on-site data
- Hardware & Software Vendor review and management
- Review, research and implementation of Network & internal IT Security
- Review, research and implementation of IT related Compliance
- Mentoring of onsite technical office personal
- Advise, suggest resources, best practices
- Overall IT Integration Review and Strategic Planning
- Management of allocated IT Budget
- Research & Advise various IT related tasks (Compliance Requirements, Statistical Analytics, Cyber-Security, Server Maintenance etc.)

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

DEVRY TECHNICAL INSTITUTE
Woodbridge, NJ
B.S. Electronics Engineering Technology

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

B.S. Electronics Engineering Technology

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request. .

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Steven Wood**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Senior Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

2017-Present **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
Senior Associate

2016-2017 **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
Associate

2009-2012 **SMITH, GRAHAM & CO., NEW YORK, NY**
Senior Trader

1989-2009 **ARK ASSET MANAGEMENT CO. INC, NEW YORK, NY**
Managing Director Senior Fixed Income Trader

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2017 Present **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
Senior Associate:

- Supervises staff and associates.
- Participates in status update calls with holder.
- Reviews all documentation provided by holder.
- Reviews draft work papers and calculations.
- Ensures compliance of policies and procedures.
- Drives audit schedule and compliance.
- Responsible for interviewing/training.
- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity

revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

2016-2017 **INNOVATIVE ADVOCATE GROUP, INC., RED BANK, NJ**
Associate

- Analyze and review financial statements and documents provided by holders including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.

2009-2012 **SMITH, GRAHAM & CO., NEW YORK, NY**
Senior Trader

- Consistently exceeded CIO's and Portfolio Managers' expectations for independent and team implemented best value trade executions for fixed income investment grade and high yield corporate bonds up to $100 million.
- Enhanced securities executions by moving the firm from Tier 3 to Tier 1 relationships.
- Elevated the firm's profile in the marketplace as a result of providing higher quality level research and sales coverage.
- Improved portfolio performance with increased value of buy side trades, creative and productive swap strategies and the introduction of real time market surveillance & research.
- Established more disciplined corporate bond trading protocols resulting in best execution on trades and minimized portfolio turnover costs.
- Assisted the Director of Fixed Income with introducing a cohesive process for portfolio decision making and securities selection around common goals, which enabled the team to react promptly to changing market conditions in an effort to maximize portfolio performance.
- Strengthened the firm's presence in the new issue capital market; instituted broker / dealer reviews.
- Known for possessing superb market insight and tenacious drive in sourcing and decisioning best execution.
- Partnered with compliance to ensure for adherence to portfolio guidelines and assisted in evaluating broker / dealers relationships.

1989-2009 **ARK ASSET MANAGEMENT CO. INC, NEW YORK, NY**
Managing Director Senior Fixed Income Trader

- Executed and presided over trade transactions for total AUM exceeding $6.0 billion, comprised of Corporate / Government and Mortgage Backed Securities.
- Introduced optimal market opportunities in achievement of portfolio manager's objectives as a result of expert analysis of market conditions and transaction monitoring
- Performed above industry benchmarks in the execution of best relative value buy/sell decisions.
- Tenaciously sourced market intelligence to advance portfolio performance.
- As a direct report of the Chief Compliance Officer, ensured for compliance oversight of Fixed Income objectives, pricing, trading and executions; served as the final layer of compliance protection in determining trades for execution adhered to account guidelines for those participating in a particular transaction.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Pace University
New York, NY

MBA with a concentration in Finance

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

MBA with a concentration in Finance

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Suzanne P. Tardy**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Senior Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

10/17- Present **IA GROUP, RED BANK, NJ**
Senior Associate

05/16-10/17 **IA GROUP, RED BANK, NJ**
Associate

11/97- 03/01 **TUMI, INC., SOUTHPLAINFIELD, NJ**
Finance Department Manager

11/92- 11/97 **FREIDMAN LLP, NEW YORK, NY**
Senior Accountant

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

10/17- Present **IA GROUP, RED BANK, NJ**
Senior Associate

- Supervises staff and associates.
- Participates in status update calls with holder.
- Reviews all documentation provided by holder.
- Reviews draft work papers and calculations.
- Ensures compliance of policies and procedures.
- Drives audit schedule and compliance.
- Responsible for interviewing/training.
- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial

balances, and aging reports.

05/16-10/17 **IA GROUP, RED BANK, NJ**

Associate

- Analyze and review financial statements and documents provided by holders including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances,
  and aging reports.

11/97- 03/01 **TUMI, INC., SOUTH PLAINFIELD, NJ**

Finance Department Manager

- Responsible for all aspects of domestic and foreign branch offices financial reporting including budgeting, sales analysis, balance sheet reconciliations and operating expense variance analysis.
- Assist in the U.S. company's year-end audit, including preparation of work papers, elimination entries, consolidated financial statements and supplemental notes.
- Perform monthly budget variance analysis for Asia offices, including locations in Hong Kong, Korea and Taiwan.
- Evaluate consolidated tax issues regarding the use of foreign tax credits.
- Analyze and implement foreign currency trading programs relating to the transfer of funds from the German branch office.

11/92- 11/97 **FREIDMAN LLP, NEW YORK, NY**

Senior Accountant

- Perform external audits for diverse organizations with extensive experience in the Apparel, Textile and Real Estate industries.
- Responsible for all phases of audits, reviews, compilations and agreed-upon procedures, including budgeting, planning, scheduling and coordinating.
- Draft and evaluate financial statements in accordance with Generally Accepted Accounting Principles, or in conformity with a comprehensive basis of accounting other than GAAP.
- Evaluate and critique clients' internal control and accounting systems through system reviews, tests of compliance, and special audit procedures. Presented conclusions and recommendations to management.
- Research and prepare personal, partnership and corporate tax returns. (Including "Subchapter S" corporations)

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Rutgers University, School of Business
New Brunswick, NJ
Bachelor of Science, Accounting, May 1992

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Certified Public Account - Paid/Inactive *Currently working towards reinstated active status.
Bachelor of Science, Accounting

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request. .

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Tory Manfre**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**2**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

08/16- Present **INNOVATIVEADVOCATE GROUP, INC., RED BANK, NJ**
Associate

2014– 7/16 **VICTORIA'S SECRET, LONG BRANCH, NJ**
Operations and Supervisor

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

08/16- Present **INNOVATIVEADVOCATE GROUP, INC., RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by holders including Forms 1120 and 851
- Review documentation provided by holder
- Prepare audit work papers for the State and holder
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts
- Conduct background research about company clients under audit
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging report.

2014– 7/16 **VICTORIA'S SECRET, LONG BRANCH, NJ**
Operations and Supervisor:

- Manage store operations
- Process, audit and organize company documents
- Responsible for completing and auditing all hiring documents
- Key holder - Opening and closing store
- Use Microsoft Excel and Word to communicate to supervisors

- Manage supply and payroll budgets
- New hire training
- Sales
- Lead Cashier – Open and settled cash registers
- Implemented floor sets and maintained visual marketing displays

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Monmouth University
Long Branch, NJ
Bachelor of Science in Business Administration: Accounting, May 2015

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Science in Business Administration: Accounting

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Bushra Javaid**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**1**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

05/17- Present **IA GROUP, RED BANK, NJ**

Associate:

10/16-05/17 **CHRIS WHALLEN, CPA, RED BANK, NJ**

Tax Internship

05/16-08/16 **MONMOUTH UNIVERSITY, WEST LONG BRANCH, NJ**

Research Assistant

08/12-05/13 **OFFICE OF OPTOMETRIST DOCTOR, OCEAN, NJ**

Accounting Clerk

01/13-05/13 **LOYSEN FUNDRAISING CONSULTANT, WEST LONG BRANCH, NJ**

Web and database developer

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

05/17- Present **IA GROUP, RED BANK, NJ**

Associate:

- Analyze and review financial statements and documents provided by holders
- including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.
- Monitor audit status and contact holder for outstanding documentation requests.

- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property
- contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity
- revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances,
- and aging reports.

10/16-05/17 **CHRIS WHALLEN, CPA, RED BANK, NJ**

Tax Internship

- Compiling and maintaining accounts payable records
- Reviewing invoices for appropriate documentation and approval prior to payment
- Assist in printing accounts payable checks.
- Perform financial projects and create reports for the Controller.
- Data entry of accounting (QuickBooks/ QuickBooks online) and income tax information (1040)
- Inventory and organizing of client supporting data as it comes into the office, mailing and scanning/Digitizing.

05/16-08/16 **MONMOUTH UNIVERSITY, WEST LONG BRANCH, NJ**

Research Assistant

- Conducted industry research on specific topics assigned for the Accounting Department.
- Compile data input, and other tasks as needed.

01/13-05/13 **LOYSEN FUNDRAISING CONSULTANT, WEST LONG BRANCH, NJ**

Web and database developer

- Developed a website, created design, including layout of content, site navigation and graphic design.
- Wrote the programming code, tested the website and identify any technical problems.
- Uploaded the site onto a server and registered it with different search engines.

08/12-05/13 **OFFICE OF OPTOMETRIST DOCTOR, OCEAN, NJ**

Accounting Clerk

- Made monthly reports, answered calls and handled bookkeeping and other tasks as needed.
- Documented preliminary case history and maintained and filed records.
- Assisted in day-to-day accounting tasks: entered and processed payments, organized client billing folders and procedure documentation.
- Assisted Accounting Manager with different tasks and daily cash balancing.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Monmouth University
Long Branch, NJ
MBA with a concentration in Accounting, May 2017

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

MBA with a concentration in Accounting

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Gerard Meyer**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**2**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

01/16- Present **IA GROUP, RED BANK, NJ**
Associate

12/14-12/16 **NJ DEPARTMENT OF LABOR, NEW BRUNSWICK, NJ**
Payroll Auditor

10/13-12/14 **LAW OFFICES OF HAYT, HAYT & LANDAU, EATONTOWN, NJ**
Data Entry Clerk

1/13-10/13 **LIBERTY TAX SERVICE, HAZLET, NJ**
Certified Level II Tax Preparer

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

01/16- Present **IA GROUP, RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

12/14-12/16 **NJ DEPARTMENT OF LABOR, NEW BRUNSWICK, NJ**
Payroll Auditor:

- Manage a personal inventory of approximately 75 cases using Oracle's DOL specific Audit Application
- Navigate Employer Accounts System to perform various pre-audit research techniques
- Examine employer tax returns and other payroll records to assess compliance with New Jersey Unemployment Compensation Law
- Reconcile tax returns and quarterly payroll reports to the reported NJ-927's
- Investigate unreported payroll expenses for proper classification
- Develop spreadsheets for analysis of certain large employers to formulate final tax assessments
- Apply NJUC Laws in explaining and presenting audit findings to employer and/or representative

10/13-12/14 **LAW OFFICES OF HAYT, HAYT & LANDAU, EATONTOWN, NJ**

Data Entry Clerk:

- Work daily with an automated system to carry out litigation process for debt collection attorneys on over 250 Thousand accounts
- Create queries to generate daily, monthly and weekly reports
- Extract data through system merge to fulfill managerial requests
- Compare and analyze spreadsheets through V – Look – Ups and Pivot Tables
- Work diligently to meet strict deadlines set forth by management

1/13-10/13 **LIBERTY TAX SERVICE, HAZLET, NJ**

Certified Level II Tax Preparer:

- Computed taxes owed by following tax code
- Prepared or assisted in preparing simple to complex individual tax returns
- Interviewed clients to get a thorough picture of financial situation to obtain maximum refund allowed by federal and state law
- Consulted tax law handbooks for especially difficult tax returns

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Montclair State University
Montclair, NJ
Bachelor of Science Administration; Concentration in Accounting, May 2012

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Science Administration; Concentration in Accounting

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Ryan J. Coleman**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**1**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

01/18- Present **IA GROUP, RED BANK, NJ**

Associate

2014-Present **758 ROUTE 18 ASSOCIATES LLC**

AR/AP Clerk

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

01/18- Present **IA GROUP, RED BANK, NJ**

Associate:

- Analyze and review financial statements and documents provided by holders
- including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property
- contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity
- revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances,
- and aging reports.

2014-Present **758 ROUTE 18 ASSOCIATES LLC**

AR/AP Clerk:

- Prepare monthly rent invoices in a family owned real estate company.
- Posted monthly payment receipts in QuickBooks Pro accounting software
- Coded and entered account payable invoices
- Processed invoices for payment

- Used online banking to monitor company cash flow and reconcile bank accounts
- Interacted with tenants to schedule and dispose of maintenance items
- Maintained current rent roll and interacted with tenants on lease renewals
- Provided current financial information to the company's lenders
- Provided information for the company's accountants for preparation of financial statements and tax return

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Flagler College
St. Augustine, FL
Bachelor of Arts: Accounting and Business Administration with a minor in Finance, May 2014

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Arts: Accounting and Business Administration
Minor in Finance

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Dylan Curry**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**1**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

10/17- Present **IA GROUP, RED BANK, NJ**
Associate

05/16-Present **MONMOUTH UNIVERSITY, WEST LONG BRANCH, NJ**
Building Manager

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

10/17- Present **IA GROUP, RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Monmouth University
Long Branch, NJ
Bachelor of Science in Business Administration: Accounting, December 2017

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Science in Business Administration: Accounting

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Peter R. Skarzynski**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**1**	**# of Years with Firm:**	**1**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

01/18-P **IA GROUP, RED BANK, NJ**
Associate

11/93- Present **BOROUGH OF SAYREVILLE POLICE DEPARTMENT, SAYREVILLE, NJ**
Lieutenant and Middle Manager of Uniform Division

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

01/18- Present **IA GROUP, RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by holders
- including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property
- contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity
- revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances,
- and aging reports.

11/93- Present **BOROUGH OF SAYREVILLE POLICE DEPARTMENT, SAYREVILLE, NJ**
Lieutenant and Middle Manager of Uniform Division:

- Plan and execute organizational objectives,
  organize and schedule shift personnel to achieve

objectives in a fiscally responsible manner.

- Ensure appropriate staffing, personal training and development.
- Motivate personnel through recognition of achievement and corrective action.
- Transitioned department to a comprehensive computer-based reporting system to streamline reporting, record keeping, enforcement and discovery efficiency.
- Researched and implemented multiple community service projects including education programs for the Sayreville Board of Education, bike safety and rodeo programs, canine bloodhound unit and DARE car project.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

New Jersey City University
Jersey City, NJ
Bachelor of Science in Criminal Justice, May 1998

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Science in Criminal Justice

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Cathleen E. Coleman**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**2**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

6/16 – Present **IA Group, RED BANK, NJ**
Associate

10/88-6/96 **SMITH BARNEY, ASSET MANAGEMENT, NEW YORK, NY**
Vice President, *Assistant Vice President*, *Marketing Assistant:*

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

6/16 – Present **IA Group, RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by Holders including Forms 1120 and 851.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

10/88-6/96 **SMITH BARNEY, ASSET MANAGEMENT, NEW YORK, NY**
Vice President, *Assistant Vice President*, *Marketing Assistant:*

- Created client presentations for Rate of Returns, compound interest and capital •gains.
- Reported monthly, quarterly and yearly gains/losses for high net worth individuals, mutual funds pensions and Taft-Hartley accounts.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Baruch College, City University of New York
New York, NY
Bachelor of Business Administration – Finance, February 1992

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Bachelor of Business Administration – Finance

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request.

PROPOSED STAFF RESUME FOR RFP 3527

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	**Innovative Advocate Group, Inc.**

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	✓	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	**Karen Carson**	**Key Personnel: (Yes/No)**	**Yes**
Individual's Title	**Associate**		
# of Years in Classification:	**2**	**# of Years with Firm:**	**2**

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

05/16- Present **IA GROUP, RED BANK, NJ**
Associate

1/07-Present **INDEPENDENT CONTRACTOR, RED BANK, NJ**
Bookkeeping and Payroll Services

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

08/16- Present **INNOVATIVEADVOCATE GROUP, INC., RED BANK, NJ**
Associate:

- Analyze and review financial statements and documents provided by holders including Forms 1120 and 851.
- Review documentation provided by holder.
- Prepare audit work papers for the State and holder.
- Monitor audit status and contact holder for outstanding documentation requests.
- Research, prepare, and submit State RFPs for Abandoned and Unclaimed Property contracts.
- Conduct background research about company clients under audit.
- Create and analyze documents necessary to the audit process, including: entity
- revenue matrices, outstanding account balance reviews, VDAs, NDAs, trial balances, and aging reports.

1/07-Present **INDEPENDENT CONTRACTOR, RED BANK, NJ**
Bookkeeping and Payroll Services:

- Full Service Bookkeeping experience including: accounts receivable; accounts payable; payroll services; invoicing; bank reconciliations; financial analysis; and financial reporting.
- Clients include Bars/Restaurants, Real Estate Agents and local businesses. Responsibilities include paying vendor invoices, bank reconciliations, making tax payments, weekly payroll and cash flow reporting.
- Successfully complete requested services within or ahead of clients' requested timeframes.
- Proficient in QuickBooks.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

MARIST COLLEGE
Poughkeepsie, NY
B.S., Cum Laude, Business Administration: Marketing 1997

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

B.S., Cum Laude, Business Administration: Marketing

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Employee will provide upon request. .

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Section VIII

Other Informational Material

TECHNICAL APPROACH

To achieve the most beneficial results from our unclaimed property examinations, IA Group has developed 5 key work processes, tailored to each Holder based upon their unique facts, as necessary.

1. ***Audit Procedures: Outlines every task performed in the audit.***
2. ***Information Requests: Outlines every information request asked of Holder.***
3. ***Status Workplan: Provided to Holder to track information requested and days outstanding.***
4. ***Work in Progress: Provided to States on a monthly basis.***
5. ***Final Report (Presentation of Preliminary Findings): Details all results of the examination.***

Examples of these documents are attached.

In addition to the above, below are some guidelines that assist with audit methodology.

AUDIT OBJECTIVES

Through our audit and examination services, it is the goal of IA Group to efficiently identify and recover property from Holders that are subject to report and deliver said property under the respective State Abandoned Property Laws.

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

To meet these objectives, IA Group will be responsible for:

1. ***Communicating with Holders for the purpose of determining compliance with unclaimed property laws of the State. This will include preparing and providing information requests, reviewing books and records, compiling data, reviewing results, providing responses, performing and providing calculations;***
2. ***Determining the scope of the review and identifying and examining property for the current reporting cycle as well as any prior reporting cycles for which property remains unclaimed and unreported;***
3. ***Utilizing applicable federal and state legislation to assist in the determination of which State has the right to the escheatable property, for what periods, and for the application of any exemptions and deductions applied by the Holder;***
4. ***Providing the State, on a monthly basis, with a progress report of all compliance reviews, providing a status of open and pending examinations. This progress report would highlight any issues or concerns that have been identified during the audit, as well as their anticipated plan for resolution; and***
5. ***Preparing a Final Report of Examination ("Final Report") to the State for each Holder examined. The Final Report will include the findings resulting from the examination and will be delivered to the state within a specified agreed upon time period, thereafter the property is identified and presumed to be abandoned.***

Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
Phase I - To Start Audit			
Audit Initiation Date			
AL	If an Advocate Firm/Law Firm is hired by the Company as a representative, request in writing, from the Company, a Statement (Authorization Letter) that the Advocate Firm/Law Firm may be on calls and correspondence throughout the audit.		
NDA	If the Company provides an NDA, KD to review and correspond with the Company regarding its acceptability. If Company does not provide an NDA, complete and send the IA Group NDA template		
Holder Profile	Research the Holder online, company website, annual filings to understand the business profile and industry risk areas. Create Google Alerts on the Holder to your email in order to receive real time business news on the company.		
DE-State	DE allows for 2 out of 3 address information, City, State and/or Postal Zip code in replacement of a complete address. IA Group can apply to audits with initiation date of July 1, 2017 going forward.		
FL-State	If Florida is one of the auditing states then: Send Florida's DFS-UP-210 Procedures to the Holder.		
FL- State	If Florida is one of the auditing states then: Send the Verification of No Business Relationship Letter signed by Kelly to the State of Florida EMAIL: Theodore.Williams@myfloridacfo.com		
MA- State	B2B: 200A,S5 Any outstanding credit balances to a vendor or commercial customer from a vendor resulting from a transaction occurring in the normal and ordinary course of business shall be exempt from the provisions of this chapter. This exemption shall not apply to unallocated distributions from securities held by financial intermediaries including, but not limited to, brokers, mutual funds, custodians, trust companies, and depositories and owing to unknown beneficiaries, but held in the intermediary's nominee name. Definitions: 1. Vendor: any person or entity that sells goods or services in the ordinary course of business. 2. Commercial Customer: Any person who maintains a current, multiple transaction, commercial relationship with a vendor in the conduct of the person's business within Massachusetts or through a vendor conducting business in Massachusetts. No individual purchasing goods or services in his/her capacity as a consumer at retail shall be considered a commercial customer.		
Mineral	General: The leasing or purchasing of minerals involves contractual and/or obligations pertaining to the underlying mineral interest involves the disbursement of mineral proceeds. A mineral interest is fundamentally an interest in real property, while proceeds from the sale of oil and gas production are considered intangible personal property subject to unclaimed property statutes. Oil and Gas companies will suspend royalty payments for a variety of reasons: title disputes, clouded titles, unexecuted division orders, and /or pending litigation. The companies will commonly move funds out of pay status and place them in suspense until the dispute and/or pending litigation is resolved. Typically companies use "suspense funds" as a tool to hold royalty payments and other unclaimed funds that may not belong to the company. Phillips Petroleum Co. ("Phillips")v. Oklahoma Tax Commission case, ruled that mineral proceeds suspended due to "title requirements" should be considered unclaimed property. Section 87.1 of Title 52 of the Oklahoma Statues, states the holder is required to establish an escrow account for the benefit of the rightful recipient of the monies and report and remit the funds to the Oklahoma Corporation Commission's (OCC) Mineral Owners Fund.		
Phase II - Entity Scope: Initial Information Request			
1.0	Provided Federal form 1120, including the following: Form 1120 (pages 1-5), Form 851 (Affiliations Schedule), Consolidating Income Statement, Consolidating Balance Sheet for the most current year end through as far back as available. If the Company is a partnership or other form of a legal entity, please provide the Form 1065 or any other applicable Federal Forms filed.		
1.1	Apportionment Schedules: Request the Company's apportionment schedule as of the most current year end. The schedule should reflect State apportionment for Sales/Revenue and Payroll.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
1.2	Provide current Corporate Organizational Chart, including the following: Parent, Subsidiaries, and Affiliates (state of formation/incorporation, date of formation/incorporation, FEIN numbers). If Holder has retail stores request the legal entity structure for the retail stores as well. Organization charts should be most current year end.		
1.3	Entity Revenue Matrix Using the Federal forms provided, and the Organizational Chart, prepare the Entity Revenue Matrix. Confirm that all Entities from the Form 851's/1120's are reflected on the Organizational Chart. Complete the revenue portion of the Entity Revenue matrix using the Federal forms. Confirm that the total revenue from the Income Statement is reflected on page 1, Section 1C of the 1120. For Foreign Entities, confirm that the Entity does not have any U.S. based employees, U.S. based Bank Accounts, and U.S. based Customers. If the Entity does not, request a Letter of Attestation signed by an Officer of the Company. ***Company is allowed no more than 30 days to complete Entity Revenue Matrix, if the request is outstanding longer than 30 days, all Entities will be reviewed.***		
1.4	Provide Company Acquisition history for as far back as available, including list of Companies acquired, date of acquisition, type of acquisition (stock/asset), Company's state and date of incorporation, and legal documentation reflective of what was acquired (bank accounts, receivables, etc.). Identify all acquired Company's that are noted as stock acquisition. Verify the types of assets acquired if asset acquisition. Note: If stock acquisition, then predecessor liability. If asset acquisition, then did the holder purchase of AR, AP, PY include the liabilities.		
1.5	Provide Bankruptcy Disclosure. If the Company has previously filed for Bankruptcy, please provide a detailed explanation of the type of Bankruptcy filed and the reasoning behind the Bankruptcy filing. Note response in Status Work plan. If holder filed bankruptcy the following is required: (1) Date of Bankruptcy Petition and abandoned property that was identified in the filed petition. (2) The state(s) identified as creditors in the petition. (3) Evidence the notice was given to the State(s) of the filed bankruptcy petition (4) The precise language of the release in bankruptcy that the Holder is relying upon and exact date of release		
1.6	Verify that the Form 851, Income Statement Detail, Organizational Chart, and Acq History information all tie to the Entity Revenue Matrix. Prior to issuing Information Request #2, send the Entity Revenue Matrix to Company for confirmation that IA Group is reflecting the correct information. Additionally, Company to complete additional areas (i.e. Does the Company have AP, AR, etc..)		
1.7	Company Background/ Business Operations- (1) Is the Company on calendar year or fiscal? If Fiscal, confirm the Company's fiscal year end date. All files should be requested as of the Company's fiscal year end, except for monthly bank packages which should be as of calendar year end. (2) Description of Company's business activities, (3) Confirm the IT Systems supporting the processing of Accounts Payable, Accounts Receivable, Payroll and the General Ledger/accounting. Confirm if there is an ERP system supporting all entities in scope. If each entity has a different IT System, confirm all IT systems for each unclaimed property area in scope for that specific entity.		
1.8	Please provide copies of prior filings, audit reports and work papers, VDA's, or any previous unclaimed property filings, including demands for payment and release agreements with any state. Note response on Status Work plan document. ***If Holder has not been audited and has not submitted a VDA to the State, please obtain confirmation in writing.*** ***If prior filings are not provided IA Group will not sample Voids, full populations will be reviewed.***		
1.9	Authorization Letter- Request the Holder to provide the names of all persons for all in scope entities who have the authority to bind the Company, including those with Power of Attorney. Obtain each persons name and contact information. Throughout the audit if these representatives with POA communicate via email, they must copy a holder representative on all email communications.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	**ACTION STEP**	**COMMENTS**	**COMPLETION DATE**
1.10	If Holder sells gifts cards as a source of revenue then gift cards are in scope. Send the Gift Card Information Request (as part of Initial Information Request Tab 2). You can confirm if the Holder/company issues gift cards by reviewing their website and checking if gift cards are available for sale.		
1.11	IA Group to make in-scope selection (choose Entities for review). Prepare Second Information Request Cover Letter. Top section of the cover letter should reflect all entities that operate within the U.S. as well as foreign entities with property within the U.S. The bottom section of the cover letter should reflect the Entities that are going to be reviewed.		
1.12	Send Second Information Request to Holder.		
Phase II - Unclaimed Property Examination: Second Information Request			
2.0	Trial Balance Analysis - For each entity under scope of examination, provide a detailed Trial Balance for each year-end for as far back as available. Each Trial Balance should itemize individual account numbers and sub-account numbers, together with zero balance accounts including but not limited to cash, accounts receivable, accounts payable, and other liabilities. Tie out each account year-end balance to year-end account balances for AR, AP, PR, etc..		
2.1	Request Chart of Accounts- Once received use IDEA to compare the Chart of Accounts with the TB accounts GL Account #s to confirm all accounts were included on the TB.		
2.2	Request financial system transaction codes and descriptions for each system in scope for AR, AP, PR and General Accounting systems.		
2.3	Request the AP Vendor Master file (for all entities in scope), with Vendor #/ID, Vendor's name, Vendor's Full Address, Active/Inactive, vendor's date of creation and date of last payment and the company codes/entity codes the vendor is associated with if applicable. Ask holder if employees, patients and/or customers can be vendors. If yes, is there an identifying code/id? Request the file to be generated as of the last year end for all vendors.		
2.4	Request the AR Customer Master file for all entities, with Customer #/ID, Customer Name, Customer's full address, Active/Inactive, first and last order date and the company/entity code the customer does business with. Ask holder if employees, patients and/or vendors can be customers. If yes, is there an identifying code/id? Request the file to be generated as of the last year end for all customers		
2.5	Request the PR/HR Employee Master File for each entity in scope with Employee ID/Number, Employee Name, Employee's full address, Active/Inactive, employee start date, method of payment (Check or direct deposit) and the company code the employee's payroll is coded too. Request the file to be generated as of the last year end for all employees. Request the % of Payroll Direct Deposit vs Manual Payroll Checks for the company's employees. **DO NOT REQUEST EMPLOYEE SOCIAL SECURITY NUMBER.** Confirm if payroll is processed in house or by Third Party. If by Third Party, confirm the payroll company. Request an example of a payroll transmission report sent to the third party. (Maybe called Payroll Register) Confirm if the company funds the third party for payroll or if the payroll is paid from the holder's bank account. The Payroll Register should be the report that is sent every payroll to the Third Party to process payroll and should tie the funding.		
2.6	Accounts Receivable Agings: For each of the in-scope entities listed, please provide an accounts receivable aging as of (YEAR END), reflecting transactions at a customer invoice level. Please reflect aging categories current, 30-60 days, 60-90 days, 90-280 days, 180-365 days, and 366 days plus. *REQUESTED AGINGS TO BE PROVIDED IN EXCEL FORMAT.* i. Obtain the accounts receivable aging reports for each of the Companies (calendar/fiscal) year ends for as far back as available. ii. Each report should include such detail as customer number, customer name, customer address, invoice number, invoice amount, and invoice date. iii. The report should include all current and aged balances, both debits and credits, and should tie to the respective entity's trial balance accounts receivable account(s). iv. Please provide the requested aging in Excel format, or if not available in Excel, in an available electronic format.		
2.7	IA Group to review Agings, confirm year-end AR account balance ties to the Trial Balance and includes all requested information. Show that balances tie at the bottom of the For Review AR Aging worksheet. If balance does not tie, request further reconciliation from the Company. Ensure you understand of all Column headings (especially the different date columns) prior to analyzing the file. If further clarification is required, request a Heading Legend/ Explanation from Company.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
2.8	Please complete the provided Benefit Programs and Third Party Administrators ("TPA"s) benefit program matrix. Include current programs and providers, as well as former programs and/or providers that have been discontinued. For any benefit programs not noted as ERISA based, Company to provide additional information such as check disbursement process.		
2.9	For each Benefits program administered by a TPA, please provide a copy of the contract between the Company and the TPA. If a copy of the contract cannot be obtained, provide a letter from each administrator stating whether or not the administrator is responsible for the escheatment of uncashed checks.		
2.10	Review the Chart of Account file, confirm if the file is for the consolidated company. If the file does not represent the consolidated company then request a chart of accounts for each entity. If the Chart of Accounts represents the consolidated company then run the IDEA chart of account program with each Trial Balance file you receive. You may have a TB file for each entity, but the chart of accounts represents the consolidated company. Each entities' Trial Balance file needs to run through this test to confirm all general ledger accounts are represented on the Trial Balance. Refer to IDEA Procedures on separate document, see file (XXXXX) If the review results in accounts on the Chart of Accounts, but not on the Trial Balance, then review the results with the internal team. If the review results in no accounts, then proceed with the Trial Balance Red Flag Account Review in 2.11		
2.11	Review the provided Trial Balance Report to identify any accounts that raise "red flags". Log into IDEA and follow IDEA procedures for Red Flag Script. Refer to IDEA Procedures on separate document, see file (XXXXX) Review the results with the internal team before providing selections of accounts to the Holder for descriptions. Request description of identified accounts on Information Request 2 (Section 1.a).		
2.12	Disbursement Account Matrix to be completed. Accounts Payable and Payroll bank accounts currently active and open to be identified as for review. For disbursement accounts currently opened and opened within the past 5 years, identify predecessor accounts as accounts to be reviewed. Update Information Request #3 to request information for identified accounts. For Bank accounts identified as "closed": For each of the closed accounts payable accounts listed above, please provide the last two Bank Packages for the account prior to its closing. The Bank Packages should include the bank statement, the reconciliation of bank statement to the Company's General Ledger prepared by the Company/Holder detailed listing of outstanding checks, and voids. If the bank account was closed and the outstanding checks to the successor account were transferred, request the bank package of the account it was transferred too.		
	Medical Industry request, if applicable:		
2.13	Unapplied Trial Balance Accounts Obtain a complete listing of all Unapplied (or "Dummy") Trial Balance Accounts to which payments are held in suspense prior to being applied to the respective patient/insurance accounts. Obtain all transaction level detail as of (YEAR END) to tie to the balance of the respective Trial Balance account as of (YEAR END). Obtain all applicable patient information (i.e. patient number, name/address). REQUESTED DETAIL TO BE PROVIDED IN EXCEL FORMAT.		
	Policy and Procedure / Internal Control (SOX) documentation		
2.14	Record Retention Policy - Obtain the most updated version for each in scope entity if policies are different.		
2.15	Accounts Receivable Policy- Obtain most updated version for each in scope entity if polices are different. The policy should include the review of customer accounts, for credits and days outstanding, write-off and due diligence procedures. Request the holder to communicate which Trial Balance accounts reclasses and adjustments are made to for write-offs. Add those accounts to the Trial Balance account analysis performed in step 2.5		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
2.16	Accounts Payable Policy - Obtain the most updated version for each in scope entity if policies are different. Policies should include the process for managing stale checks, voids, stop payments, and cancellations and the reissuance of payments, write-off policies and procedures (i.e. the removal of aged outstanding checks from the active accounts payable accounts), including: i. Due Diligence procedures followed for outstanding vendor checks and other types of accounts payable checks; ii. Communications including monthly statements or correspondence sent to active/inactive vendors; iii. Any timing guidelines for writing-off outstanding checks; and iv. Listing of Trial Balance accounts (liability, unclaimed funds, unapplied accounts, suspense accounts related to invoice discrepancies etc.) to which adjustments are made. v. When a bank account closes, please provide a description of how outstanding checks are handled (i.e. moved into the new account, voided, written-off, etc..)		
2.17	Payroll Policy- Obtain the most updated version for each in scope entity if policies are different. Policies should include the process for managing stale checks, voids and stop payments, and cancellations and the reissuance of payments, write-off policies and procedures (i.e. the removal of aged outstanding checks from the active payroll accounts), including: i. Due Diligence procedures followed for outstanding employee checks; ii. Communications including monthly statements or correspondence sent to active/inactive employees (working/termed employees); iii. Any timing guidelines for writing-off outstanding payroll checks; and iv. Listing of Trial Balance accounts (liability, unclaimed funds, unidentified payroll checks, etc.) to which adjustments are made. v. When a bank account closes, please provide a description of how outstanding checks are handled (i.e. moved into the new account, voided, written-off, etc..) vi. If a Third Party Payroll Processer is in place (ex. ADP or Ceridian) then request related policies and or contract terms on how the Third Party manages the process of outstanding, voids, stale and stop payments/cancellations of the Holder's employee payroll checks.		
2.18	Escheat Policies and Procedures- Obtain the most updated version for each in scope entity if policies are different. Include all property categories that the Company reports as unclaimed property. Provide historical as well as current policies and procedures for each Subsidiary/Division under examination.		
2.19	For each Subsidiary/Division under examination, provide a description of any unclaimed property compliance system used for tracking and reporting accounts payable, payroll, accounts receivable, etc.. Please include dates for which this system was utilized.		
2.20	Customer Rebates: Does the Company have any trade/promotional rebate programs with their Customers? (You can confirm if there is Rebate Activity by searching the Trial Balance for Rebate GL accounts which also include Rebate Accrual Accounts and Reserve Accounts.) If yes, obtain a brief description of the program(s), (i.e. how rebate is applied to customer account i.e. discount is qualified such as volume, display, credit memo, deduction, etc.) provide dates for when program was initiated and closed, provide detail for inactive programs. How are payments to Customers disbursed (Check/AR Credit/Credit Memo)?If, by check which disbursement bank account? (Confirm if on Disbursement Matrix) Obtain detail of inactive programs as well and the dates of activity and the date when program ended. Ask if Holder has been audited by a Third Party and confirm if there was a settlement agreement. Obtain the final signed settlement agreement. i. If trade/ promotional rebate programs are in place, obtain examples of contracts between the Company and its Customers for the various types of programs in place. ii. How are payments to customers disbursed? Via check (AP or other type of disbursement account) or by Credit (AR)? iii. If payments are processed in a separate account, outside of Accounts Payable, obtain the last bank reconciliation for any closed accounts, including a list of outstanding items at the date when the account was closed. (List to include detail such as, payee name, payee address, check number, check amount, and check date) iv. Obtain the name, title, department, telephone number, fax number and email address for the person responsible the rebate programs and disbursement of rebate checks.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE

INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
2.21	Consumer Rebates Does the Company have any rebate programs with their Consumers? Obtain a brief description of the programs and obtain dates when initiated and closed, if applicable. Identify all rebate programs that have been conducted within the last 10 years, providing the beginning and ending date of each program. i. Obtain historical policies and procedures followed by the Company for outstanding Consumer Rebate checks. This should include a brief description of the procedure for an outstanding check. If it is the policy of the Company to write-off stale dated Consumer Rebate checks to income, please provide a list of items written off for periods as far back as available through current. (List to include detail such as, payee name, payee address, check number, check amount, and check date) ii. Did the Company utilize a third party administrator ("fulfillment house") for any of its rebate programs? If applicable, please provide the name of each fulfillment house utilized to provide rebate fulfillment services, and the dates during which each fulfillment house was employed. Also, please provide a description of the fulfillment house's responsibilities (i.e. issuance and processing of rebate checks). Obtain an example of a monthly reporting package of consumer rebate program. iii. Obtain the mailing address for each fulfillment house and the name and phone number of the primary contact. iv. For each fulfillment house presently or previously used to process rebate claims, obtain the following: a) Details regarding the bank accounts that support the issuance, clearance, and reconcilement of the rebate checks; b) Name of Bank where disbursement accounts are maintained; c) Ownership information of actual bank disbursement account(s) - i.e. owned by Company or fulfillment house? d) Funding of rebate programs, how and from where are the disbursement accounts funded. v. Are separate bank disbursement accounts established for each separate rebate program? x. Obtain the name, title, department, telephone number, fax number and email address for the person responsible the rebate programs and disbursement of rebate checks.		
Phase II - Unclaimed Property Examination: Third Information Request			
3.0	For each Accounts Payable account identified for review on the Disbursements Account Matrix, provide monthly bank packages as of December 31, 20XX (most current calendar yearend) and for as far back as can be provided. Monthly bank packages should include bank statements, reconciliations to the general ledger, detailed system generated lists/reports from the holder's systems of outstanding checks, voids, stop payments, and cancellations with associated addresses. Confirm the holder's definition of outstanding, checks, voids, stop payments and cancellations and the timing of when those events occur (Holder's AP system vs 3rd Bank's System) (Upon receipt, see steps 7 and 8)		
3.1	Confirm the process for closing bank accounts with the Holder. For closed bank accounts obtain the last two bank packages for the account prior to closing. Confirm the process of how outstanding checks are cleared when a bank account closes. Validate the process by reviewing the bank accounts closed bank packages and the new bank account's bank packages.		
3.2	For each Payroll account identified for review on the Disbursements Account Matrix, provide monthly bank packages as of December 31, 20XX (most current calendar yearend and as far back as can be provided) Monthly bank packages should include bank statements, reconciliations to the general ledger, detailed system generated lists/reports from the holder's systems of outstanding checks, voids, stop payments, and cancellations with associated addresses. (Upon receipt, see steps 9 and 10) Confirm who is responsible for outstanding checks (Third Party or Holder based on the contract with Third Party) If the Holder is using a Third Party Payroll Provider, obtain a process understanding of the funding, check issuance, voiding, cancelling, stop payments and stale check processes.		
3.3	Confirm the process for closing bank accounts with the Holder. For closed bank accounts obtain the last two bank packages for the account prior to closing. Confirm the process of how outstanding checks are cleared when a bank account closes. Validate the process by reviewing the bank accounts closed bank packages and the new bank account's bank packages.		
	If the 2nd Information Request is confirmed by the Holder that Rebates do not exists, in addition the TB Review does not identify Rebate GL accounts then 3.4 and 3.5 are not applicable.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE

INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
3.4	Customer Rebates: i. Obtain the most recent year-end bank reconciliation for any trade/ promotional account still in operation, including a list of state dated items. (List to include detail such as, payee name, payee address, check number, check amount, and check date). ii. If it was the policy of the Company to write off stale dated checks to income, please provide a list of written off items from as far back as available through present. (List to include detail such as, payee name, payee address, check number, check amount, and check date). iii. Obtain a download of all voids from the trade/ promotional accounts for the earliest year information is available. Void listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void. iv. If an accrual account is utilized for a Customer Rebate program, obtain the process/journal entries for creating the accrual and posting the Rebates to the Customer account.		
3.5	Consumer Rebates i. Obtain the most recent year-end bank reconciliation for any trade/ promotional account still in operation, including a list of state dated items. (List to include detail such as, payee name, payee address, check number, check amount, and check date). ii. If it was the policy of the Company to write off stale dated checks to income, obtain a list of written off items from as far back as available through present. (List to include detail such as, payee name, payee address, check number, check amount, and check date). iii. Obtain a download of all voids from the trade/ promotional accounts for the earliest year information is available. Void listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void. iv. Obtain an example of the monthly reporting package on rebate activity, which should include a slippage report from TPA.		
3.6	Run the IDEA Chart of Accounts program to compare chart of account numbers and Trial Balance account numbers. If results show that the TB is missing GL account found on the TB, then consult with the internal team to confirm if those accounts require research from the Holder.		
3.7	Review the Trial Balance/Chart of Accounts provided by the Company to identify "red flag" accounts. Use IDEA to perform the TB Key Word Summary review for red flag GL accounts used to identify potential GL accounts for review. Upload all of the Holder's Trial Balance files for BOTH Balance Sheet and Income Statement in scope and run the IDEA Red Flag program. Such accounts may include (but are not limited to) write-off, suspense, over/short, rebate, allowance accounts. Company to provide description or purpose of account selected or identified by IDEA.		
Phase II - Unclaimed Property Examination: Letter of Attestation to be provided - Document Availability			
Company to provide Letter of Attestation (on Company letterhead, signed by Officer of the Company) reflecting the dates for which information is available, by property type, by account/system. *Sample Letter of Attestation located in Project Materials folder.*			
Phase II - Unclaimed Property Examination: Equity			
4.0	Confirm whether or not the Company is publicly traded. If so, provide whether it is traded on the NASDAQ or NYSE.		
4.1	Provide a copy of contract between Company and each Transfer Agent, reflecting responsibility of escheat.	N/A This section is not applicable is this is a general ledger property examination only.	
4.2	Confirm how often dividend checks are issued.		
4.3	Provide outstanding list of dividend checks from Transfer Agent and/or Company for State residents.		
4.4	Request information from Transfer Agent regarding how "Lost Shareholder" checks are managed/ accrued for.		
4.5	Based on State Dormancy, confirm outstanding checklist reflects checks for proper periods.		
4.6	Review outstanding checklist to determine if numerous checks are issued to the same payees. If it is found that multiple checks are issued to the same "non-responsive" payee over a period of time, this may be a factor in identifying underlying shares to be escheated.		
4.7	Have State provide escheat reports reflecting outstanding dividend checks remitted by Third Party on Company's behalf.		
4.8	Company to perform due diligence on applicable outstanding dividend checks.		
4.9	Update escheat liability based on results from due diligence.		
4.10	Prepare memorandum to be provided to State regarding outstanding items to duplicate non-responsive shareholders and potential for underlying share escheatment.		

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Phase III - Unclaimed Property Examination: Accounts Receivable *On Balance Sheet Review*			
Set up call with Accounts Receivable Department representative to talk through AR Policies and Procedures as they relate to aged credits and write-offs. *Discuss any questions regarding AR Agings received (i.e. transaction type).*			
5.0	Copy the Holder's AR Aging from an external file into the IA Group model by creating the PBC Tab in the model. Color the PBC tab red. Name the Tab "HOLDER SUBSIDARY NAME.ARonBS.PBC"		
5.1	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME.ARonBS Review" Confirm AR balance reconcile to Trial Balance. Show balance reconciliation at the bottom of the AR Aging worksheet. If balance does not tie, request the Company to provide explanation and reconciliation. Create a "Year" column based on the transaction date from the holder's system. Create a "As of Date" column to reflect the transaction's age based on the year end date of the AR Aging Report. Create a "For Review" column, create formula aging the transaction 365 days. Formula= IF(As of Date- Transaction Date >365, Amount, 0) Total the "For Review" column which will sum all the transactions aged over 365 days at the bottom of the worksheet. Make a note on the top of the worksheet stating the transactions were aged 365 days. Add the total dollar amount of transactions aged 365 and the count of transactions over 365 days old. *If there are no transaction older then 365 days, then the AR On Balance sheet reviews is completed.* Add a note on the Extrapolation page to reflect no transactions to review. Confirm with Holder that there are no receivables > 365 days.		
5.2	Create the "Net Position Tab by Move/Copying the "Review" Tab. Name the Tab "HOLDER SUBSIDARY NAME.ARonBS.Net Position" Sort by Customer Name or Customer Number Subtotal for every change in customer name or number, Sum for Review. Switch to View 2 on the left panel in order to sort. Sort the For Review column smallest to largest to identify all Customers in a net position. Total the "For Review" column which will sum all the net transaction balances over 365 days old at the bottom of the worksheet. Note on the top of the worksheet Customers were netted by customer name or number and subtotaled to identify the net position.		
5.3	Create a new Tab, the "Customers Net Credit Position" tab by using the move and copy function from the Net Position Tab. Open the first "+" that is not a credit (negative) transaction and then delete transactions not in a credit position by selecting Control, shift, "v" and then deleting the selection. Unsub total this tab by clicking in the data click subtotal, and remove all. Name the Tab, "Holder Subsidiary Name ARonBS Net Credit Position". Add a note on the top of the worksheet explaining the audit steps and the total amount of credit transactions and total number of customers.		
5.4	Create a new tab, "For Review", by using the move copy function of the Net Credit Position tab. Name the Tab, "Holder Subsidiary Name ARonBS Credits for Review". Delete all zeros and positive transactions in the For Review column. Add customer addresses for the customers in a net credit position. Use the Customer Master File to Vlookup the customer addresses. Add the IA Group workpaper reference column as the first column on the worksheet. Start the first Customer Credit reference as ARON1 and drag it down to the end of the worksheet so all Customer Credits for review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the credit. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the credit is property due and owed. Where sufficient documentation is provided and credit is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
5.5	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS09** for all transactions.		
5.6	Send the Holder/Company all credits for review if under 100 transactions.		
5.7	If population is more than 100 transactions generate an IDEA Statistical Sample and send to Holder for research.		

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INDEX	**ACTION STEP**	**COMMENTS**	**COMPLETION DATE**
5.8	Request the Holder to remediate and provide supporting documentation for the ultimate disposition of the transactions sent For Review. All supporting documentation received from holder is saved with the IA Group workpaper reference. Each piece of supporting document provided by the holder is to support the one transaction under review and is titled with the IA group workpaper reference (ARonBS1). Each additional documents is then bookmarked by date received. Save all supporting documentation in the appropriate Entity's folder under the AR On BS folder.		
5.9	Create new tab, called "AR on BS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Credits Amount Due Extrapolation by Year- These amounts are Not Cleared Credits Amount Due Actual by State, by Year - These amounts are Not Cleared Credits Link the amounts due by year to the respective years on the Extrapolation Page.		
5.10	Use credits identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
5.11	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
5.12	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability.		
Phase III - Unclaimed Property Examination: Accounts Receivable *Off Balance Sheet Review*			
Company to provide Letter of Attestation (on Company letterhead, signed by Officer of the Company) reflecting the dates for which AR transactions are addressable and researchable. *Sample Letter of Attestation located in Project Materials folder.*			
6.0	If the Customer Master File is provided then perform the following:		
6.1	Analyze the file by checking if there are any customers with blank addresses. If yes, send to Holder for updates. Do not continue the review until you receive all customer bill to addresses.		
6.2	Create a pivot table summarizing the count of customers by state. Highlight all in scope states.		
6.4	Create a pivot table or pie graph calculating the percentage of customers per state, specifically for the audit states. (This information should be used to align with the On BS credit transaction activity) ***Timeline 30 Days- Communicate in email to Holder the expected timeline to return documentation***		
6.5	From the Master Customer List, sort by date of inception then by auditing States and State of Inc.. i. If population is less than 50, which includes all customers with "bill to" addresses in the Auditing States and State of Inc. then request the holder to generate transaction level detail for all customers starting with their inception date to the current yearend for each customer account. ii. For the remaining population after removing the customers with bill to addresses in the Auditing States and State of Inc. then take the remaining 10% of the population and select customers randomly using IDEA sampling software. iii. If population is still greater than 50, then select a random sample of 10% of the remaining Customers who have the most years of activity in the earliest years in the auditing States and State of Inc. for review, using IDEA Random Sample Analysis. Request the holder to run a report for all transactions as far back as possible for the random selection of customers. The report should include all debits and credits applied to the customer account as well as transaction codes. In order to confirm completeness of the report tie each yearend balance to the individual aging report for that specific year. Confirm all transactions from the Agings are included in the Transaction History.		
6.6	From the random sample of Customers in step 6.5 select **two Customers** with the most types of codes and fewest transactions and request the Holder to provide complete support for all the transactions on the customers' account. History should also include any pertinent information such as transaction date, transaction type (journal entry code), transaction #, AR account associated with transaction for as far back as possible. This will act as a walkthrough to determine the documentation to request for the rest of the customer sample. After analyzing the transactions provided for the two customers, request the same transaction types for the remaining customers. Understand the implications of the transactions (debit vs credits) on the account to help with the explanation of the transaction impact. Once IA Group understands the transactions that are not related to unclaimed property, then remove those transactions that do not represent unclaimed property, such as payments, and invoices, etc. Request the Holder to remediate and provide supporting documentation for the ultimate disposition of the transactions sent For Review. Once the sample of two customers are cleared and the transactions represent potential unclaimed property, request the same support for the remaining sample of customers and their related transactions for the Holder to clear the ultimate disposition of the transactions under review.		

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6.7	Customer Master File tab is the AR OFF CMF PBC tab.		
6.8	Customer Master File Analysis is the AROFF CMF SAMPLE Tab Document in the a note section the Customer Master File Analysis and how the customers were selected for the review.		
6.9	The AROFF BS Review Tab is used to summarize all customers in scope to review based on the CMF analysis. This summary of customers is what is sent to the Holder for the complete transaction listing of all debits and credits for transactions as far back as possible.		
6.10	Next Tab is the 2 Customers (probe sample) walkthrough, documented in AROFFBSPROBESAMPLE Tab Document in the notes sections all steps taken to understand the population. Describe what each transaction code represents. Document the steps taken to confirm the debits and credits can potentially be unclaimed property.		
6.11	Once all transactions are received for each customer in scope, create For Review tabs for each customer under review. Each For Review tab summarizes each customers transaction activity (debits and credits) based on the results of the probe sample of 2 customers.		
6.12	On each customer "For Review" tab insert the IA Group workpaper reference, ARoffBS 1 for each transaction selected for review. This number will be used to associate the supporting documentation to the specific transaction being researched/remediated by the Holder.		
6.13	Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the debit. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the credit is property due and owed. Where sufficient documentation is provided and credit is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank.		
6.14	Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review) When no information is provided, leave blank. When information is provided that reflects item as written off, request transaction level detail of the write-off account as of the most current year end of the review. **DISCUSS FINDINGS INTERNALLY.**		
6.15	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS09** for all transactions.		
6.16	Create new tab, called "AR off BS Summary". This tab includes all summary Pivot Tables. Summary of ALL Customer For Review Tabs. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Debits Amount Due Extrapolation by Year- These amounts are Not Cleared Debits Amount Due Actual by State, by Year - These amounts are Not Cleared Debits Link the amounts due by year to the respective years on the Extrapolation Page.		
6.17	After Company communicates that they have provided all available support for debit items, calculate error rate based on all items noted as Not Clear (total Amount Due column).		
6.18	Use debits identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
6.19	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
6.20	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability for Off Balance Sheet AR Review.		
Phase III - Unclaimed Property Examination: Accounts Payable Outstanding Check Review			
Set up call with Accounts Payable Department representative to talk through AP Policies and Procedures as they relate to outstanding, stale checks, cancelling and voiding checks. *Discuss any questions regarding information on bank statements (i.e. positive/negative pay, stop/voids/write-off terminology, etc..).*			
7.0	Vendor Master File- Analyze the file by looking for vendors with blank addresses and summarize the blanks and send to Holder for research, requesting the addresses. Do not perform review until all vendor addresses are received.		
7.1	Create a pivot table summarizing all states and the number of vendors per state.		

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7.2	Perform conditioning formatting for duplicates on the vendor ID and Vendor Name. Confirm duplicates with Holder and see if the duplicates are truly duplicates or if they have different bill to addresses and are truly unique and should be remain in the population.		
7.3	Using the most current year end Outstanding Checklist provided by Company, copy the O/S Checklist into the model and name the Tab "AP OS PBC".		
7.4	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. ReviewAPOS Review" Confirm AP OS balance reconciles to Trial Balance. Show balance reconciliation at the bottom of the AP OS worksheet. If balance does not tie, request the Company to provide explanation and reconciliation.		
7.5	Add the following Columns to the AP OS Review worksheet: Create "Year" Column to reflect the year in which the check was written. Create "As of" Column to reflect the date of the Outstanding Checklist. Create "For Review" Column to reflect items aged 90 days from the As Of date. In the For Review column, insert the formula =IF(As of Date- Issue Date>90,Amount,0)		
7.6	Create a new tab, "For Review", by using the move copy function of the AP OS Review tab. Name the Tab, "Holder Subsidiary Name APOS For Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
7.7	Remove all OS checks with Zero by filtering the For Review column for zeros and completely deleting the rows. Using the For Review column, identify all aged checks for review.		
7.8	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first AP OS reference as APOS1 and drag it down to the end of the worksheet so all Outstanding Checks review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
7.9	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS08** for all transactions.		
7.10	Provide the outstanding population of checks to Company for review. Company to provide documentation to support disposition of whether or not Outstanding Check is Unclaimed Property.		
7.11	Create new tab, called "AP OS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Debits Amount Due Extrapolation by Year- These amounts are Not Cleared Debits Amount Due Actual by State, by Year - These amounts are Not Cleared Debits Link the amounts due by year to the respective years on the Extrapolation Page.		
7.12	Use Outstanding checks identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
7.13	For actual outstanding checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Vendor. Identify/highlight liability for auditing states.		
Unclaimed Property Examination: Accounts Payable Suspense Account Trial Balance Review			
8.0	Using the most current year end AP Suspense Account transaction report provided by Company, copy the AP Suspended transactions into the model and name the Tab "AP TB Suspense Account PBC". This account should have vendor/supplier payments that did not meet the 3-way or 2-way match or are in litigation.		

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8.1	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. Review APTBUS Review" Confirm AP Suspense Account balance reconciles to Trial Balance. Show balance reconciliation at the bottom of the AP Suspense worksheet. If balance does not tie, request the Company to provide explanation and reconciliation.		
8.2	Add the following Columns to the AP Suspense Review worksheet: Create "Year" Column to reflect the year in which the check was written. Create "As of" Column to reflect the date of the Outstanding Checklist. Create "For Review" Column to reflect items aged 365 days from the As Of date. In the For Review column, insert the formula =IF(As of Date- Issue Date>365,Amount,0)		
8.3	Create a new tab, "For Review", by using the move copy function of the Net Credit Position tab. Name the Tab, "Holder Subsidiary Name APTBSUS for Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
8.4	Remove all Suspended transactions with Zero by filtering the For Review column for zeros and completely deleting the rows. Using the For Review column, identify all aged checks for review.		
8.5	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first AP OS reference as APSUS1 and drag it down to the end of the worksheet so all Outstanding Checks review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
8.6	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, MS08 for all transactions.		
8.7	Provide the outstanding population of checks to Company for review. Company to provide documentation to support disposition of whether or not Suspended Payment is Unclaimed Property.		
8.8	Create new tab, called "AP OS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Suspended Payments Amount Due Extrapolation by Year- These amounts are Not Cleared Suspended Payments Amount Due Actual by State, by Year - These amounts are Not Cleared Suspended Payments Link the amounts due by year to the respective years on the Extrapolation Page.		
8.9	Use suspended payments identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
8.10	For actual suspended payments identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Vendor. Identify/highlight liability for auditing states.		
Phase III - Unclaimed Property Examination: Accounts Payable Void Check Review			
Set up call with Accounts Payable Department representative to talk through AP Policies and Procedures as they relate to outstanding, stale checks, cancelling and voiding checks. *Discuss any questions regarding information on bank statements (i.e. positive/negative pay, stop/voids/write-off terminology, etc..).*			
9.0	Add the Voids Checklist to the model. Label the Tab AP Voids PBC		
9.1	If applicable, sample items based on years Holder is able to research. Must obtain Letter of Attestation before sampling. Sample three earliest years available. (a 3 year period, including 1 dormant year) Include Sample and Population tabs in model. **ADDRESSABLE:** Create addressable tab for all voids that are over 30 days old and have addresses in the Addressable States. **There is NO Sampling for Addressable Voided Checks, entire population is sent to the Holder for remediation.** **STATE of Inc: Sampling is allowed for State of Inc. Reviews** Then create Sample Summary tabs. *Do not sample unless all Unclaimed Property Filings have been received from the Company.		
9.2	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME.APVoids. Review"		

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9.3	Perform the following in MS Excel using the For Review Tab, in order to confirm completeness of the voids. First format all date columns to the short date format. Create a Pivot Table using the Void Date in the Row Section. Format the dates by removing the quarters and show years and months. Check off the payment amount and drag it to the Value section of the table. Format the dollar amounts to COUNT. Confirm that each year has a representation of 12 months of voids. If any of the years are missing months of activity , email holder and confirm why the company may have had a break in void processing. Do not proceed with void testing until the Holder confirms why the void listing is incomplete. If IA Group does not believe the Void Checklist is complete then IA Group to prepare void/stop payment check listing from Company bank statements provided, to ensure a complete review.		
State of Inc. Review			
9.4	If you have Void Reports with incomplete information and missing years, then you are required to sample the voids for review. If the void list is less then 100 transactions then no need to sample. The entire population is 'For Review'. If the population is more than 100 then generate a statistical sample using IDEA. For the statistical sample file you will need to use the total population of voids after 30 days with addressable and non addressable states to generate a statistical sample. Once a sample is generated, highlight the voids in the sample that are addressable states and remove them from the sample (you already have those voids in the "AP Addressee Voids for Review" worksheet which will be sent to the Holder for review.		
9.5	Follow the steps below for both Addressable and State of Inc. AP VOIDS review.		
9.6	Perform a duplicate test on the check numbers or document numbers from the checks in the AP OS and the AP Void Review. Confirm the checks are exactly the same (date, dollar amount, payee name and same entity). Copy and Paste all Check #s or Document #s into a new tab into one column. Call the TAB AP OSVOID DUP Run conditional formatting- duplicate test on the column of check 3s and document 3s. Once all check information is confirmed as a duplicate then "Clear" the Outstanding Check. Keep the void check in scope for review and send to Holder to remediate.		
9.7	Create the "For Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME.APVoids. For Review"		
9.8	Create "Year" Column to reflect the year in which the check was written. Create "For Review" Column to reflect items issued and voided within 30 days of the date of issuance. In the For Review column, insert formula =IF(Void Date- Check Date>30,Amount,0)		
9.9	Using the For Review column, identify all aged checks for review. Remove all checks issued and voided within a 30 day period with a zero as these checks are assumed to have been voided in the normal course of business. Filter the zeros and completely delete all the rows.		
9.10	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first AP Void reference as APV1 and drag it down to the end of the worksheet so all Voided Checks in review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check. For reissued checks, the original check number and the reissued check number need to be linked and evidenced as part of the supporting documentation. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
9.11	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, MS08 for all transactions.		
9.12	Create the "ADDRESSABLE For Review Tab" by using the "Move/Copying" function to copy the For Review Tab. Call the new Tab "HOLDER SUBSIDARY NAME.APVoids.ADDRESSABLE For Review" Sort the population of voided checks older then 30 days by state.		

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9.13	On the For Review Tab, hide the Addressable States, since you now have a separate tab for them. Count the number of voids remaining in the population. If the non addressable voids are less then 100 transactions send them to the holder as well as the Addressable AP VOIDS For Review to the Holder for remediation. If the Non addressable voids are greater then 100 transactions, take a statistical sample using the IDEA software. Send the Holder the Statistical Sample of AP Voids plus the Addressable AP VOIDS For Review for remediation. Company to provide documentation to support disposition of whether or not Suspended Payment is Unclaimed Property.		
9.14	Create new tab, called "AP Void Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Checks Amount Due Extrapolation by Year- These amounts are Not Cleared Checks Amount Due Actual by State, by Year - These amounts are Not Cleared Checks For the state table link the Actual Results, by State, by year and link this to the actual column. Link the amounts due by year to the respective years on the Extrapolation Page.		
9.15	Use voided checks identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
9.16	For actual voided checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Vendor. Identify/highlight liability for auditing states.		
9.17	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
9.18	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability.		
Phase III - Unclaimed Property Examination: Payroll Outstanding Check Review			
Set up call with Payroll Department representative to talk through Payroll Policies and Procedures as they relate to outstanding, cancelling and voiding checks. *Discuss any questions regarding information on bank statements (i.e. positive/negative pay, stop/voids/write-off terminology, etc..) and Third Party Providers (ADP).*			
10.0	Employee Master File- Analyze the file by checking if there are any employees with blank addresses. If yes, please send to Holder for address updates.		
10.1	Create a pivot table by state with a count of how many employees per state. Highlight all in scope states.		
10.3	Using the most current year end Outstanding Checklist provided by Company, copy the O/S Checklist into the model and name the Tab "PR OS PBC".		
10.4	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. Review PROS Review" Confirm PROS balance reconciles to Trial Balance. Show balance reconciliation at the bottom of the PROS worksheet. If balance does not tie, request the Company to provide explanation and reconciliation.		
10.5	Add the following Columns to the PROS Review worksheet: Create "Year" Column to reflect the year in which the check was written. Create "As of" Column to reflect the date of the Outstanding Checklist. Create "For Review" Column to reflect items aged 60 days from the As Of date. In the For Review column, insert the formula =IF(As of Date- Issue Date>60,Amount,0)		
10.6	Create a new tab, "For Review", by using the move copy function of the PROS Review tab. Name the Tab, "Holder Subsidiary Name PROS For Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
10.7	Remove all OS checks with Zero by filtering the For Review column for zeros and completely deleting the rows. Using the For Review column, identify all aged checks for review.		

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10.8	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first PROS reference as PYO1 and drag it down to the end of the worksheet so all Outstanding Checks review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
10.9	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, MS01 for all transactions.		
10.10	Provide the outstanding population of checks to Company for review. Company to provide documentation to support disposition of whether or not Outstanding Check is Unclaimed Property.		
10.11	Create new tab, called "PR OS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Debits Amount Due Extrapolation by Year- These amounts are Not Cleared Debits Amount Due Actual by State, by Year - These amounts are Not Cleared Debits Link the amounts due by year to the respective years on the Extrapolation Page.		
10.12	Use Outstanding checks identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
10.13	For actual outstanding checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Vendor. Identify/highlight liability for auditing states.		
10.14	Link Pivot tables to respective years on Extrapolation page.		
Phase III - Unclaimed Property Examination: Payroll Voided Check Review			
Company to provide Letter of Attestation (on Company letterhead, signed by Officer of the Company) reflecting the dates for which Payroll Voids information is addressable and researchable. Sample Letter of Attestation located in Project Materials folder.			
11.0	Company to provide listing of checks voided for as far back as available, to include at least one dormant year. Void checklist to include both check issue date and date of void, as well as addressable information. If you have the Employee Master file, addresses can be linked to the voids file by employee name or employee ID. IA Group to prepare void/stop payment check listing from Company bank statements provided, to ensure a complete review.		
11.2	If applicable, sample items based on years Holder is able to research. Must obtain Letter of Attestation before sampling. Sample three earliest years available. (a 3 year period, including 1 dormant year) Include Sample and Population tabs in model. **ADDRESSABLE:** Create addressable tab for all voids that are over 30 days old and have addresses in the Addressable States. **There is NO Sampling for Addressable Voided Checks, entire population is sent to the Holder for remediation.** **STATE of Inc: Sampling is allowed for State of Inc. Reviews** Then create Sample Summary tabs. *Do not sample unless all Unclaimed Property Filings have been received from the Company.		
State of Inc. Review			
11.3	If you have Void Reports with incomplete information and missing years, then you are required to sample the voids for review. If the void list is less then 100 transactions than no need to sample. The entire population is 'For Review'. If the population is more than 100 then generate a statistical sample using IDEA. For the statistical sample file you will need to use the total population of voids after 30 days with addressable and non addressable states to generate a statistical sample. Once a sample is generated, highlight the voids in the sample that are addressable states and remove them from the sample (you already have those voids in the "AP Addressee Voids for Review" worksheet which will be sent to the Holder for review. on the Extrapolation page.		
11.4	Follow steps below for both Addressable and State of Inc. PR VOIDS Review		
11.5	Create a copy of Checklist PBC and format. (PR Voids Checklist).		

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11.6	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. Review PRVOID Review" Confirm completeness of PRVOIDS by reviewing the bank statements and performing step 11.3.		
11.7	Perform the following in MS Excel of the Review Tab in order to confirm completeness of the voids. Create separate Tab, PRVOIDs Completeness. First format all date columns to the short date format. Create a Pivot Table using the Void Date in the Row Section. Format the dates by removing the quarters and show years and months Check off the payment amount and drag it to the Value section of the table Format the dollar amounts to COUNT. Confirm that each year has a representation of 12 months of voids. If any years are missing months of activity , email holder and confirm why the company may have had a break in void processing. ***Do not proceed with void testing until the Holder confirms why the void listing is incomplete.***		
11.8	Perform a duplicate test on the check numbers or document numbers from the checks in the AP OS and the AP Void Review. Confirm the checks are exactly the same (date, dollar amount, payee name and same entity). Copy and Paste all Check #s or Document #s into a new tab into one column. Call the TAB AP OSVOID DUP Run conditional formatting- duplicate test on the column of check 3s and document 3s. Once all check information is confirmed as a duplicate then "Clear" the Outstanding Check. Keep the void check in scope for review and send to Holder to remediate.		
11.9	Create a new tab, "For Review", by using the move copy function of the PRVOIDS Review tab. Name the Tab, "Holder Subsidiary Name PRVOID For Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
11.10	Create "Year" Column to reflect the year in which the check was written. Create "For Review" Column to reflect items issued and voided within 30 days of the date of issuance. In the For Review column, insert formula =IF(Void Date- Check Date>30,Amount,0)		
11.11	Remove all checks issued and voided within a 30 day period with a zero as these checks are assumed to have been voided in the normal course of business. Filter the zeros and completely delete all the rows. Using the For Review column, identify all aged checks for review.		
11.12	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first PR Void reference as PRV1 and drag it down to the end of the worksheet so all Voided Checks in review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check. For checks reissued the original check number and the reissued check number need to be linked and evidenced. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
11.13	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, MS01 for all transactions.		
11.14	Create the "ADDRESSABLE For Review Tab" by using the "Move/Copying" function to copy the For Review Tab. Call the new Tab "HOLDER SUBSIDARY NAME.PRVoids.ADDRESSABLE For Review" Sort the population of voided checks older then 30 days by state.		
11.15	On the For Review Tab, hide the Addressable States, since you now have a separate tab for them. Count the number of voids remaining in the population. If the non addressable voids are less then 100 transactions send them to the holder as well as the Addressable PR VOIDS For Review to the Holder for remediation. If the Non addressable voids are greater then 100 transactions, take a statistical sample using the IDEA software. Send the Holder the Statistical Sample of PR Voids plus the Addressable PR VOIDS For Review for remediation. Company to provide documentation to support disposition of whether or not Suspended Payment is Unclaimed Property.		

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11.16	Create new tab, called "PR Void Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Net Payroll Dollar Amounts) For Review Population by Year (Net Payroll Dollar Amounts) Net Payroll Amount Due Actual by Year- These amounts are Not Cleared Checks Net Payroll Amount Due Extrapolation by Year- These amounts are Not Cleared Checks Net Payroll Amount Due Actual by State, by Year - These amounts are Not Cleared Checks Link the Net Payroll Amounts due by year to the respective years on the Extrapolation Page.		
11.17	Use voided checks identified as Unclaimed Property (Net Payroll Amount Due column) to compute error rate for years where actual information is not available.		
11.18	For actual voided checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Employee. Identify/highlight liability for auditing states.		
11.19	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
11.20	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability.		
Phase III - Unclaimed Property Examination: Trial Balance Account Review			
12.0	Review descriptions of Trial Balance accounts as requested on Information Request 3. Audit Procedure 3.6 Review descriptions with internal team and highlight the account on the Summary List the TB Accounts that you believe may have unclaimed property based on the account description. If Holder has rebates, royalties and or gift card accounts those accounts are required to be selected for review. Additionally, all escheat/unclaimed property accounts are required to be selected. Review your selected TB Accounts with the internal team to confirm if the selected trial balance accounts are appropriate to send to the holder for transaction level detail for as far back as possible. Present your selected TB Accounts by highlighting the accounts on the summary TB Account Description file.		
12.1	Copy the Holder's reports of TB account transaction level detail into the model as, "TB ACCT#PBC"		
12.2	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. TBACCT# Review" Reconcile total amount of transaction level detail by year and reconcile to each TB by Year. Document all reconciliations on the bottom of the Review Tab. If account does not reconcile, then send a summary of accounts that do not reconcile to the Holder for explanation.		
12.3	Review transaction level detail provided. Confirm your understanding of each column heading as well as transaction level information provided (i.e. transaction type/ system transaction codes). Understand the impact of the debits vs. credit.		
12.4	If directed by internal team a 10% random sample of transactions (typically low dollar amounts) with journal entry comments/descriptions that may include words like: "write-off", "overage", etc. is selected for the holder to provide supporting documentation. Of the 10% sample, select a "probe"/ a sub-sample and request the holder to provide supporting documentation. The supporting documentation along with the Holder's explanation of the account should confirm if the account has potential for unclaimed property transactions. Once the probe sample is reviewed with the internal team and the supporting documentation identifies transactions that have characteristics of unclaimed property, than send the remaining 10% random sample to the holder for review and supporting documentation for ultimate disposition. If the probe sample does not have characteristics of unclaimed property then document in the notes in detail why the account was not reviewed further.		
12.5	Create a new tab, "For Review", by using the move copy function of the TBACCT# Review tab. Name the Tab, "Holder Subsidiary Name TBACCT# For Review".		
12.6	Add the IA Group work paper reference column as the first column on the worksheet. Start with the first transaction with the first reference as ACCOUNT#.TB1 and drag it down to the end of the worksheet so all TB Transactions in review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the transaction. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the transaction is unclaimed property. Where sufficient documentation is provided and the transaction is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		

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12.7	Create the last Column and name it "NAUPA Reporting Code". Depending on the origination of the transaction will determine which NAUPA code to apply.		
12.8	Provide the transaction population to the holder for review. Holder to provide documentation to support disposition of whether or not the transaction is Unclaimed Property.		
12.9	Create new tab, called "TB Account # Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Transactions Amount Due Extrapolation by Year- These amounts are Not Cleared Transactions Amount Due Actual by State, by Year - These amounts are Not Cleared Transactions Link the amounts due by year to the respective years on the Extrapolation Page.		
12.10	Use transactions identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
12.11	For actual transactions identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the transaction if it was originally related to a Vendor, Customer or Employee. Identify/highlight liability for auditing states.		
12.12	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
12.13	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability.		
Phase III - Unclaimed Property Examination: Rebates Review - Customer Rebates			
13.0	Review contracts provided by Company to identify how rebates are disbursed to Customers (i.e. check or credit to customer account).		
13.1	Request detail transactions for rebate trial balance accounts (all related accounts including accrual accounts) Detail to include account numbers for accounts that rebate items are posted to and any available Customer information related to the rebate transaction (Customer name or number, address information).		
13.2	If rebates are paid to Customer by check, identify disbursement account from which checks are written. If checks are written from a separate rebate disbursement account, using the most current year end Outstanding Checklist provided by Company, prepare outstanding checklist for review. Tie Outstanding amount to respective Trial Balance account using provided Reconciliation. Reflect tie out at the bottom of the outstanding checklist spreadsheet. Confirm/request address information for all outstanding checks. If checks are written from general disbursement account, follow-up with Company as to whether or not there is an identifying sequence number for rebate checks. The General Disbursement Account should have been reviewed as part of the AP OS Check Review, then no more work is required. If the Holder pays Rebate Checks from a separate bank account then follow the steps below.		
13.3	Using the most current year end Outstanding Checklist provided by Company, copy the O/S Checklist into the model and name the Tab "REBATE OS PBC".		
13.4	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. REBATEOS Review" Confirm REBATE OS balance reconciles to Trial Balance. Show balance reconciliation at the bottom of the REBATE OS worksheet. If balance does not tie, request the Company to provide explanation and reconciliation.		
13.5	Add the following Columns to the REBATE OS Review worksheet: Create "Year" Column to reflect the year in which the check was written. Create "As of" Column to reflect the date of the Outstanding Checklist. Create "For Review" Column to reflect items aged 90 days from the As Of date. In the For Review column, insert the formula =IF(As of Date- Issue Date>90,Amount,0)		
13.6	Create a new tab, "For Review", by using the move copy function of the REBATE OS Review tab. Name the Tab, "Holder Subsidiary Name REBATE OS For Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
13.7	Remove all OS checks with Zero by filtering the For Review column for zeros and completely deleting the rows. Using the For Review column, identify all aged checks for review.		

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13.8	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first REBATE OS reference as RBOS1 and drag it down to the end of the worksheet so all Outstanding Checks review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check. Require the Holder to provide the original check the number and the reissue check number and the link between them to confirm the supporting documentation clears the transaction under review. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
13.9	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS08** for all transactions.		
13.10	Provide the outstanding population of checks to Company for review. Company to provide documentation to support disposition of whether or not Outstanding Check is Unclaimed Property.		
13.11	Create new tab, called "REBATE OS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Debits Amount Due Extrapolation by Year- These amounts are Not Cleared Debits Amount Due Actual by State, by Year - These amounts are Not Cleared Debits Link the amounts due by year to the respective years on the Extrapolation Page.		
13.12	Use Outstanding checks identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
13.13	For actual outstanding checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Customer. Identify/highlight liability for auditing states.		
13.14	Link Pivot tables to respective years on Extrapolation page.		
If rebate is paid by Credit Memo on Customer Account:			
13.15	*If rebates are paid to Customer in the form of an AR Credit,* identify Credits on year end AR Aging (previously provided for Accounts Receivable On Balance Sheet review) that are rebate credit items. Isolate credits onto a For Review tab to be provided to the Company for review. Confirm with holder if there are transaction codes identifying the Rebate Credits and isolate those credits.		
13.16	Copy the Holder's AR Aging from an external file into the IA Group model by creating the PBC Tab in the model. Color the PBC tab red. Name the Tab "HOLDER SUBSIDARY NAME.Rebate AR Aging.PBC"		
13.17	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME.RebateAR Aging Review" Confirm AR balance reconcile to Trial Balance. Show balance reconciliation at the bottom of the AR Aging worksheet. If balance does not tie, request the Company to provide explanation and reconciliation. Create a "Year" column based on the transaction date from the holder's system. Create a "As of Date" column to reflect the transaction's age based on the year end date of the AR Aging Report. Create a "For Review" column, create formula aging the transaction 365 days. Formula= IF(As of Date- Transaction Date >365, Amount, 0) Total the "For Review" column which will sum all the transactions aged over 365 days at the bottom of the worksheet. Make a note on the top of the worksheet stating the transactions were aged 365 days. Add the total dollar amount of transactions aged 365 and the count of transactions over 365 days old. *If there are no transaction older then 365 days, then the AR On Balance sheet reviews is completed.* Add a note on the Extrapolation page to reflect no transactions to review. Confirm with Holder, why AR agings only include current year items.		
13.18	If the file includes transaction codes that represent Rebates, filter the aged transactions with the rebate filter code. If transaction codes are not available then refer to the ARonBS review results and review is completed. Only complete steps 13.19-13.29 if Rebate Transaction codes are provided.		

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13.19	Create the "Net Position Tab by Move/Copying the "Review" Tab. Name the Tab "HOLDER SUBSIDARY NAME.Rebate Credits.Net Position" Sort by Customer Name or Customer Number Subtotal for every change in customer name or number, Sum for Review. Switch to View 2 on the left panel in order to sort. Sort the For Review column smallest to largest to identify all Customers in a net position. Total the "For Review" column which will sum all the net transaction balances over 365 days old at the bottom of the worksheet. Note on the top of the worksheet Customers were netted by customer name or number and subtotaled to identify the net position.		
13.20	Create a new Tab, the "Customers Net Rebate Credit Position" tab by using the move and copy function from the Net Position Tab. Open the first "+" that is not a credit (negative) transaction and then delete transactions not in a credit position by selecting Control, shift, "v" and then deleting the selection. Unsub total this tab by clicking in the data click subtotal, and remove all. Name the Tab, "Holder Subsidiary Name ARonBS Net Rebate Credit Position". Add a note on the top of the worksheet explaining the audit steps and the total amount of credit transactions and total number of customers.		
13.21	Create a new tab, "For Review", by using the move copy function of the Net Rebate Credit Position tab. Name the Tab, "Holder Subsidiary Name Rebate Credits for Review". Delete all zeros and positive transactions in the For Review column. Add customer addresses for the customers in a net credit position. Use the Customer Master File to Vlookup the customer addresses. Add the IA Group workpaper reference column as the first column on the worksheet. Start the first Customer Credit reference as RBC1 and drag it down to the end of the worksheet so all Customer Credits for review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the credit. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the credit is property due and owed. Where sufficient documentation is provided and credit is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review)		
	Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
13.22	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS09** for all transactions.		
13.23	Send the Holder/Company all credits for review if under 100 transactions.		
13.24	If population is more than 100 transactions generate an IDEA Statistical Sample and send to Holder for research.		
13.25	Request the Holder to remediate and provide supporting documentation for the ultimate disposition of the transactions sent For Review. All supporting documentation received from holder is saved with the IA Group workpaper reference. Each piece of supporting document provided by the holder is to support the one transaction under review and is titled with the IA group workpaper reference (RBC1). Each additional documents is then bookmarked by date received. Save all supporting documentation in the appropriate Entity's folder under the Rebate Customer folder.		
13.26	Create new tab, called "Rebate Customer Credit Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Credits Amount Due Extrapolation by Year- These amounts are Not Cleared Credits Amount Due Actual by State, by Year - These amounts are Not Cleared Credits Link the amounts due by year to the respective years on the Extrapolation Page.		
13.27	Use credits identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
13.28	Once sample review is complete, compute error rate using results. Remember to gross error rate up to complete 3 year population. Error rate is used to calculate Extrapolation liability.		
13.29	Apply Error Rate to Extrapolation Base to calculate Unclaimed Property Liability.		

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Phase III - Unclaimed Property Examination: Rebates Review - Consumer Rebates			
14.0	Review historical policies and procedures followed by the Company for outstanding Rebate checks. If the policy is to write-off stale dated Consumer Rebate checks to income, review a list of items written off for periods as far back as available through current.		
14.1	If the Company utilizes a third party administrator ("fulfillment house") for any of their rebate programs, request a list of outstanding checks and a list of voided checks, i.e. the Slippage Report (payments and cash balances) Please confirm that (amongst other requested information) name and address information is provided for both outstanding and voided checklists.		
14.2	*For Outstanding Rebate Checks,* please remove all outstanding checks that have been issued within 90 days of the date of the report provided. Using the remaining population, quantify on a year by year basis, the actual liability. Use this liability to calculate an error rate for years that the rebate program has been in place, yet actual information is not available to be provided.		
14.3	*For Voided Rebate Checks, obtain the population of voids from 3rd party fulfillment house,* please use the complete population to quantify an actual liability on a year by year basis. Use this liability to calculate an error rate for years that the rebate program has been in place, yet actual information is not available to be provided. NOTE: Extrapolation should only date back to years that the program has been in place.		
14.4	Using complete population of write-offs, calculate actual liability. Using actual liability, calculate Error Rate and apply the Error Rate to the Extrapolation Base to calculate Unclaimed Property liability.		
Phase III - Unclaimed Property Examination: Gift Cards Review			
15.0	Review the Company's Trial Balance for accounts associated with Gift Cards. Review the Company's Organizational Chart for Gift Card Companies (Separate Legal Entities are typically created for gift card).		
	Confirm the Legal Entity year of incorporation and State of Inc. Ask what the Holder did prior to Gift Card Legal Entity.		
15.1	Confirm if the Legal Entity is one of the auditing states, if not met with internal team to determine next steps.		
15.2	Confirm the gift card history prior to the creation of the separate legal entity and ask how the data (gift cards, customer information, paper store credit receipts, etc.) was captured. If Holder transferred gift card balances to the third party prior to gift card entity creation, look for the same activation dates to identify when the transfer of prior gift card balances occurred. Confirm if the company has a 3rd party processing company managing gift cards. Ask for overview of the relationship/ contract.		
15.3	State Gift Card Exemptions: AR, MA, PA, If Gift Card Entity is one of the states that exempts gift cards then confirm with internal team that no additional work is required.		
15.4	Confirm Dormancy for gift cards for each auditing state and state of Inc.		
15.5	Request the detail to the Trial Balance accounts associated with the Gift Cards, if not already done so in Section 3.		
15.6	Request gift card reports from the 3rd party for all activity of all cards from inception date.		
15.7	If name and address information is collected and associated with the specific gift card liability, quantify liability due by year, as of the last date of usage of the gift card. (This may be different than the issue date.) NOTE: Extrapolation should only be calculated back to the date when the Company's gift card program first began if Delaware is on the audit.		
15.8	If there is a Third Party Company providing gift cards, review the Contract for policies and procedures as related to unclaimed gift card liability.		
15.9	If actual name and address information for outstanding gift cards is found to be unavailable, request that a "Slippage report" be provided by the Third Party Company.		
15.10	Age the gift card last transaction date/ or last activity date by 90 days from the most current year end. All transactions over 90 days are considered For Review. Holder does not receive the For Review transactions to remediate, since the transactions are considered unclaimed property. From the Slippage report, quantify the slippage by year. Link the slippage by year amount to the Actual column (represent gift card balance unused) on the Extrapolation page. Using the amounts where Actual slippage has been provided, calculate the error rate to be used for years where information is not available.		
15.11	Create Summary Pivot tables based on the Slippage Report. NOTE: Extrapolation should only be calculated back to the date when the Company's gift card program first began (paper or plastic gift cards), **not when the gift card entity was created.**		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	**ACTION STEP**	**COMMENTS**	**COMPLETION DATE**
Phase III - Unclaimed Property Examination: Royalties Review			
Royalties are most commonly found in Holder industries such as: Oil and Gas, Music and Entertainment, Sports, and Retailers / Wholesalers.			
16.0	Review the Company's Trial Balance expense accounts associated with Royalties. (Should be identified during the Trial Balance Red Flag Review)		
16.1	Request the detail to the Royalty accounts. Detail should include complete address information including Payee name, street address, city, state, and zip code, as well as issue date information. **Request which disbursement account the royalties are paid from.**		
16.2	Create sample from the General Ledger Royalty Account based on the Royalty Partner name. If there are over 100 Royalty Partners then make a random selection using IDEA. Request the Contract/agreements for the selected royalty partners to confirm how and how often the royalty payment is disbursed.		
16.3	Inquire if the Company has been audited from a third party and if the audit resulted in a settlement letter. If the Holder was audited request a copy of the signed settlement letter/agreement. The Settlement amount will prove that the royalty was paid to the owner. No further review is required.		
16.4	If royalties are paid to Customer by check, identify disbursement account from which checks are written. If checks are written from a separate rebate disbursement account, using the most current year end Outstanding Checklist provided by Company, prepare outstanding checklist for review. Tie Outstanding amount to respective Trial Balance account using provided Reconciliation. Reflect tie out at the bottom of the outstanding checklist spreadsheet. Confirm/request address information for all outstanding checks. If checks are written from general disbursement account, follow-up with Company as to whether or not there is an identifying sequence number for royalty checks. The General Disbursement Account should have been reviewed as part of the AP OS Check Review, then no more work is required. If the Holder pays Royalty Checks from a separate bank account then follow the steps below.		
16.5	Using the most current year end Outstanding Checklist provided by Company, copy the O/S Checklist into the model and name the Tab "ROYALTY OS PBC".		
16.6	Create the "Review Tab" by using the "Move/Copying" function to copy the PBC Tab. Call the new Tab "HOLDER SUBSIDARY NAME. ROYALTY OS Review" Confirm ROYALTY OS balance reconciles to Trial Balance. Show balance reconciliation at the bottom of the ROYALTY OS worksheet. If balance does not tie, request the Company to provide explanation and reconciliation.		
16.7	Add the following Columns to the ROYALTY Review worksheet: Create "Year" Column to reflect the year in which the check was written. Create "As of" Column to reflect the date of the Outstanding Checklist. Create "For Review" Column to reflect items aged 90 days from the As Of date. In the For Review column, insert the formula =IF(As of Date- Issue Date>90,Amount,0)		
16.8	Create a new tab, "For Review", by using the move copy function of the ROYALTY OS Review tab. Name the Tab, "Holder Subsidiary Name ROYALTY OS For Review". If all items in the For Review column are zero, the review ends here. Note under the tab heading that there are no items for review.		
16.9	Remove all OS checks with Zero by filtering the For Review column for zeros and completely deleting the rows. Using the For Review column, identify all aged checks for review.		
16.10	Add the IA Group workpaper reference column as the first column on the worksheet. Start the first ROYALTY OS reference as RBOS1 and drag it down to the end of the worksheet so all Outstanding Checks review have a unique IA Group workpaper reference. Create two new columns "Clear/ Not Clear Actual" and "Clear/Not Clear Extrapolation" to reflect whether supporting documentation has or has not been provided to support the check. Require the Holder to provide the original check the number and the reissue check number and the link between them to confirm the supporting documentation clears the transaction under review. Add a Comment Column for the Holder to use to provide details about the supporting documentation provided. Add a IA Group Review Description Column to document dates of documents received and/or explanation from Holder as well agreement or disagreement on the support. Review documentation provided by Company to support position of whether or not the check is property due and owed. Where sufficient documentation is provided and check is not due and owed, note the transaction as Clear. Where documentation is provided, however, it is insufficient, note as Not Clear and update IA Group Review column to describe why. When no information is provided, leave blank both Clear/Not Clear Columns blank. Create "Amount Due Actual" Column. Add Formula IF(Clear Not Clear Actual=Clear,0,For Review) Add column, Amount Due Extrapolation, insert formula IF(Clear/NotClearExtrapolation="Clear",0,For Review)		
16.11	Create the last Column and name it "NAUPA Reporting Code". Copy and paste the code, **MS08 if not oil and gas, otherwise MI02 royalties paid to a well owner.**		
16.12	Provide the outstanding population of checks to Company for review. Company to provide documentation to support disposition of whether or not Outstanding Check is Unclaimed Property.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
16.13	Create new tab, called "ROYALTY OS Summary". This tab includes all summary Pivot Tables. Create the following pivot tables (review separate pivot table procedures) Total Population by Year (Dollar Amounts) For Review Population by Year (Dollar Amounts) Amount Due Actual by Year- These amounts are Not Cleared Debits Amount Due Extrapolation by Year- These amounts are Not Cleared Debits Amount Due Actual by State, by Year - These amounts are Not Cleared Debits Link the amounts due by year to the respective years on the Extrapolation Page.		
16.14	Use Outstanding checks identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
16.15	For actual outstanding checks identified as Unclaimed Property, quantify (create pivot) on a state by state by year basis using address information associated with the Customer. Identify/highlight liability for auditing states.		
16.15	Link Pivot tables to respective years on Extrapolation page.		
16.16	Quantify the Royalty liability based on the date that the Royalty is issued. Link the Actual amounts by year to the Actual column on the Extrapolation page. Using the amounts where actual Royalties have been provided, calculate the error rate to be used for years where information is not available		
Phase III - Unclaimed Property Examination: Prior Filings Review			
17.0	Request all prior filings reports for each entity, unless the parent company reported on behalf of the entities.		
17.1	Add Unclaimed Property Prior Filings Report into the model. Name the tab PRIORFILINGS PBC If you receive multiple years of prior filings, consolidate all on one PBC tab and document in the notes to include the years of the reports.		
17.2	Move Copy the PBC tab to create the Review Tab. Reconcile total amount per year reported to the trial balance account balance for that specific year. Any reconciling differences send to the Holder for explanation		
17.3	Create a Summary Tab with Pivot Tables summarizing the data from the Review Tab. Create a NAUPA Code Legend on the Summary tab describing the codes used for the unclaimed property transactions reported to the states. Create the Summary Pivot Table with the following: Table 1: Rows Represent the State and Property Type Columns Represent the Year Property was Reported Formula is Sum of Amount Reported Table 2: Rows Represent the NAUPA Property Code Columns Represent the State Formula is Sum of Amount Reported Table 3: Rows Represent the NAUPA Property Code Columns Represent the Year Reported Formula is Sum of Amount Reported Link the amounts filed on each Extrapolation Tab by Property Type for each year actual property was filed.		
17.4	Use Prior Amounts Reported identified as Unclaimed Property (Amount Due column) to compute error rate for years where actual information is not available.		
17.5	Link Pivot tables to respective years on Extrapolation page. Quantify the Unclaimed Property not reported based on the date that the Property was reported. Link the Actual amounts by year to the Actual column on the Extrapolation page. Using the amounts where actual Unclaimed Property have been provided, calculate the error rate to be used for years where information is not available		
Phase IV - Final Report Preparation - Extrapolation Page for each Property Under Review			
18.0	For each property reviewed an Extrapolation page is required. Heading to reflect Holder Name, State of Incorporation, Property Type review reflected respective Extrapolation page.		
18.1	Box A: to reflect Holder Name, State of Incorporation, Date of Incorporation Box B: to reflect information for account under review (ex: Bank Account Name, Bank Account Number, GL Account #, Open/Close Date, etc..)		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
18.2	Confirm "Year" column reflects earliest year of review through current		
18.3	Confirm "Total Revenue for Extrapolation" column reflects revenue for earliest year of review through current. Where revenue is not provided by Company (Tax Returns 1C and/or Audited Financial Statements), calculate Growth Rate using Growth Rate model. Total Revenue for Extrapolation reflected should equal the total revenue for years where Actual information is provided.		
18.4	Confirm Actual Unclaimed (Property Type) column total ties to the respective Pivot table total.		
18.5	For Outstanding Check reviews and On Balance Sheet AR, Percentage of Unclaimed (Property Type) column is calculated by dividing Actual Unclaimed (Property Type) by Total Revenue for Extrapolation amount. Percentage should be reflected in column cells for all years where Actual data is not provided or is not available/researchable. For Samples, the Percentage of Unclaimed (Property Type) column is calculated from the Sample results. Please confirm error rate reflected on Extrapolation page is equal to the error rate resulting from the Sample review, on Sample Summary page.		
18.6	Projected Unclaimed (Property Type) should equal the total by year of the amounts calculated by multiplying the Percentage Unclaimed (Property Type) by the extrapolation base. Confirm that the total reflected is the sum of all total column.		
18.7	Actual Amount to reflect the total amount of Actual unclaimed property liability for account reflected on respective extrapolation page. This cell should tie to the Actual Unclaimed (Property Type) total, as well as, to Pivot table. Years reflected should be the years for which Actual information was provided.		
18.8	Projected Amount to reflect the total amount of estimated unclaimed property liability for years where actual information is not provided. This cell should tie to the Projected Unclaimed (Property Type) total. Years reflected should be the years for which an extrapolated liability is calculated.		
18.9	Current due should equal the Unclaimed Property amount that is currently due to the State based on the Company's State of Incorporation, dormancy period for the specific property type being reviewed. Years reflected should be the earliest year of review through the current dormant year.		
18.10	Future due should equal the Unclaimed Property amount that would be due in the future to the State based on the Company's State of Incorporation, dormancy period for the specific property type being reviewed. Years reflected should be the first year following what is currently dormant, through the most current year of review.		
18.11	Notes: Each note should reflect the steps taken during the review of the respective property type/account. Confirm that the Notes are reflective of the review performed and add any additional Notes deemed relevant.		
Phase V - Final Report Preparation - High Level Summary			
19.0	Each Property Type/Account under review, for each Entity/Company/Subsidiary should be listed on the High Level Summary tab. Information to include Company Name, Property Type- Review Type, Review As Of date, Account Information (Bank, GL).		
19.1	Actual Amounts Section: Should tie to the Actual Unclaimed (Property Type) cell on the Extrapolation page. This number should be Hyperlinked.		
19.2	**Extrapolation is ONLY calculated when Delaware is on the review.** Extrapolation Column should link to the Projected Unclaimed (Property Type) cell.		
19.3	Total Column should total the Actual amount and the Extrapolation amount.		
19.4	Actual (A) or Extrapolated (E) Column should reflect the years in which are Actual property amounts and Extrapolated for the respective property type.		
19.5	Current Amount Due Column should link to the Current Due cell on the Extrapolation page.		
19.6	Future Amount Due Column should link to the Future Due cell on the Extrapolation page.		
19.7	Confirm that all amounts on the High Level Summary tab are correct. The Total Column should equal the total of the Current and Future Amount Due columns.		
Phase VI - Final Report Preparation - High Level Summary By State			
20.0	For each state in scope of the review a high level summary is required to be created.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
20.1	Each Property Type/Account under review, for each Entity/Company/Subsidiary should be listed on the State's High Level Summary tab. Information to include Company Name, Property Type- Review Type, Review As Of date, Account Information (Bank, GL).		
20.2	Actual Amounts Section: Should tie to the Actual Unclaimed (Property Type) by State cell on the Extrapolation page. This number should be Hyperlinked.		
20.3	ONLY FOR DELAWARE HIGH LEVEL STATE SUMMARY: Extrapolation Column should link to the Projected Unclaimed (Property Type) cell.		
20.4	Total Column should total the Actual amount. There is no Extrapolation Column unless the State Summary is for Delaware.		
20.5	Actual (A) or Extrapolated (E) (Extrapolation only if the State Summary if for Delaware) Column should reflect the years in which are Actual property amounts and Extrapolated for the respective property type.		
20.6	Current Amount Due Column should link to the Current Due cell on the Extrapolation page.		
20.7	Future Amount Due Column should link to the Future Due cell on the Extrapolation page.		
20.8	Confirm that all amounts on the High Level Summary tab are correct. The Total Column should equal the total of the Current and Future Amount Due columns.		
Phase VII - Final Report Preparation - Self Review			
21.0	When the review is considered complete and is approved to go through internal Quality Review the following is required to be performed prior to notifying Quality Review:		
21.1	Confirm revenue on the Entity Revenue Matrix by tying and agreeing with the revenue on the supporting documentation Tax Returns 1120, 1c.		
21.2	Once all the revenue agrees, then tie and agree Entity Revenue Matrix to revenue on all the Extrapolation pages.		
21.3	Refresh all Summary Pages' Pivot Tables		
21.4	Confirm all Summary Page balances tie and agree to Extrapolation Pages.		
21.5	On all For Review Pages for Outstanding and Voids, check for duplicates. All duplicates identified are required to be researched and confirmed if they are truly duplicates. All transactions identified as potential duplicates are required to have identical information in order to be considered a duplicate reported by the SAME Entity. All potential duplicates are required to be reviewed and approved by internal team.		
21.6	Once duplicates are approved by the internal team, clear one of the duplicates on the For Review Page.		
21.7	Review and confirm audit procedures are completed and all sections are labelled as "complete" and detail notes when different steps were performed.		
Phase VIII - Final Report Preparation - Quality Review			
22.0	Audit Team notifies Quality Review that their Holder is ready for review via email and copies President, Lead Senior and Senior Quality Reviewer on email.		
22.1	Schedule 15-30 minutes with Quality Review to discuss the audit. Explain any unique requirements or exceptions to the audit procedures.		
22.2	Quality Reviews provides audit team with results through either hand written notes on workpapers or summary of comments on a QC Report.		
22.3	Results are reviewed with internal team.		
22.4	Audit team clears the quality review comments and signs off on their steps.		
22.5	President reviews and performs final sign-offs for next steps for reporting.		
Phase IX- Final Report To Holder			
23.0	IA Group provides Holder with Final Report, by Property category including Current and Future Due.		
23.1	Allow the Holder 30 Days to review the report and provide feedback/remediation on amounts (Potential False positives, Submitted Filing during audit, Due Diligence was performed during audit, Refunds processed during audit, etc.)		
23.2	IA Group request Holder to set-up the firm as a vendor with their AP department for final check processing. Team to have President send Holder Vendor Set-up Request email.		
23.3	For all transaction cleared by the Holder and supporting documentation is reviewed and supports the property as Cleared, IA Group is required to update the model and workpapers with new supporting documentation and notes in order to recalculate liability based on due diligence results.		
23.4	IA Group presents changes to the model to Quality Control/Review and IA Group President for approval.		
23.5	IA Group President communicates changes to the states.		
23.6	IA Group revises the Final Report with new liability amounts to be reported to the states.		
23.7	IA Group President sends the final revised report to the Holder for review and sign-off		
23.8	Check received from Holder for final current amount due.		
Phase X- Final Report Preparation for HRS Pro			
24.0	Use HRS Reporting Summary template in Quality Review Folder.		
24.1	Move & Copy ALL “For Review” tabs from Model into HRS Reporting Summary Workbook.		
24.2	Color code each For Review tab a different color.		
24.3	Note: If Model has Addressable or Sample Tabs confirm that the correct For Review Pages are being moved & copied into the workbook.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	**ACTION STEP**	**COMMENTS**	**COMPLETION DATE**
24.3	Filter each For Review Tab's Clear / Not Clear Actual Columns to only include Not Clear and Blanks before copy and pasting information into the HRS Consolidated Reporting Tab. i. Use only Actual Amount Due Column filtered for Not Clear and Blanks. ii. Do NOT use the NOT EXTRAPOLATION Amount Column. (We ONLY Submit to the states ACTUAL AMOUNTS) iii. In cases when the employee/customer names are in one cell (first and last name in one cell) we need to separate the names (first and last name) into two separate cells for HRS PRO. Follow the steps below: Go to Data ON THE TOOL BAR: • Text to column. • Click on Delimited. • Click Next. • Click space or column. • Pick destination to collapse dialogue box. • Click Finish		
24.4	**Consolidated Not Clear & Blanks TAB:** Fill in all information on Consolidated Tab based on information on For Review tabs (Color Code transactions and tabs to identify which transactions came from which tab.) i. Actual Amount due is the ONLY amount to be copied on the consolidated tab into the Cash Reported Column. For Payroll the Actual Amount Due should always be NET PAY. ii. Fill in Owner1 Type Column with: If name is provided, type OT. If no name is provided, type UN. iii. Fill in Owner1 Relationship Column with: UN- Unknown.		
24.5	Run Duplicate Test with Conditional Formatting Based on Check/Document number. If no Document Number, confirm all blanks manually based on duplicate dollar amount and payee name.		
24.6	Filter Cash Reported Column for Zeros and Blanks. Any zeros or blanks amounts, please highlight and research. We cannot submit zeros and or blanks to the states.		
24.7	**Create Summary Tab:** Create a Pivot Table, summarizing all data from the HRS Pro Consolidated Tab. Then click Insert, Pivot Table, and select headings and data. Insert this table in the Existing Worksheet on the Summary Tab.		
24.8	Amount Due Actual by Auditing State (Consolidated Not Clear / Blanks) Filter by Auditing States. Rows: Year. Value: Cash Reported. Columns: Auditing States.		
24.9	**Individual State Data:** Click on Totals to have the individual state information displayed into a new sheet. o Rename Sheet to individual State Name. o Remove Year Column. o Copy ABS Column and Paste Values into Cash Reported Column. o Delete ABS Column. Note: Use IA Group Comment Tab if any explanations are necessary.		
24.10	**Perform Reconciliation:** On the Consolidated Tab, total Cash Reported Column Add the Total Amount due from the High-Level Summary on the Model. Calculate the Difference If there is a difference this means the Move and Copy of the For-Review pages was not done accurately and needs to be rechecked. Confirm each For Review tab's total to the model. Confirm each state total in the HRS Pro with the Model's high level summary by state. There cannot be a difference between the Total Amount in the Model to the HRS PRO Total amount reported.		
24.11	Once there is no reconciling differences and the result is 0 difference, each State Tab is required to be saved as its own file for the upload to HRS Pro.		

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Audit Procedures - COMPANY NAME - STATE, STATE, STATE			
INDEX	ACTION STEP	COMMENTS	COMPLETION DATE
Phase XI- HRS Prop Reporting			
25.0	Holder parent company is set-up/registered in HRS Pro		
25.1	Each State HRS ProUpload is submitted to HRS Pro.		
25.2	Any discrepancies identified by HRS Pro are required to be corrected.		
25.3	Once HRS Pro provides a clean confirmation on the state uploads then next steps is to prepare final reporting to states.		
Phase V - State Reporting			
26.0	Confirm State Requirements and reporting formats. (Online, Printed, etc.)		
26.1	Send an email to state representative alerting them of the report and payment to be submitted.		
26.2	Confirm final state forms are signed and reconcile to the HRS Pro Naupa Report.		
26.3	Confirm if the state requires a negative report. (Zero Balance Reporting Report)		
26.4	Send confirmation email to the state of the upload and payment confirmation number if one is provided.		
26.5	Save all final reports and state reporting confirmations in the Holder's Internal Deliverable Folder on the server.		

NOTES:

[1] All property that is not associated with an address or is associated with an address that is located outside of the United States, will be sourced to the Company's state of incorporation.

[2] For all years where actual property is not available for review, as confirmed by the Letter of Attestation, an extrapolation will be calculated based on the years in which actual information has been provided and reviewed. The extrapolation will be remitted to the Company's state of incorporation.

[3] Where addressable information is available, IA Group uses the respective dormancy periods and applies other state specific rules when calculating the unclaimed property liability due to each state included in the audit review. Where addressable information is not available, or where the address is located outside of the United States, IA Group will follow the rules of the state of incorporation in determining dormancy periods as well as when applying other applicable rules.

[4] If Company chooses not to cooperate with the audit procedures of IA Group, IA Group will contact the State to notify of such non-cooperation and further audit procedures with be at the discretion of the State.

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Company Name X

Initial Document Request - Scoping Request

DATE

All return dates should be 30 days before the Opening Conference Call with the Holder. **Return Date**

1) Tax Return Information

Please provide the following sections of the filed Federal Form 1120 for Company as of the most current year end and for as far back as available:

(a) Form 1120 (or 1065), pages 1-5.

(b) Form 851 Affiliations Schedule.

(c) Consolidating Income Statement (including elimination columns) which reconciles to page 1 taxable income, listing P&L activity by line item for all legal entities (with legal name, FEIN#, state and date of formation/ incorporation).

(d) Consolidating Balance Sheet (including elimination columns), which reconciles to Schedule L- Balance Sheet per Books, listing all Balance Sheet line items for all legal entities, including those disregarded for Federal tax purposes (with legal name and FEIN#).

If the Company is a partnership or other form of a legal entity, please provide the Form 1065 or any other applicable Federal Forms filed.

2) Apportionment Schedules

Please provide the Company's apportionment schedule as of the most current year end (YEAR). The schedule should specifically reflect State apportionment for Sales/Revenue and Payroll.

3) Current Corporate Organizational Chart

Please provide Company's corporate organizational chart as of (THE MOST CURRENT YEAR END) including parent, subsidiaries, and affiliates (state of formation/incorporation, date of formation/incorporation, FEIN numbers).
If Holder has brick and mortar stores then, request the legal entities for the store structure as well.
This should include states of formation/incorporation, dates of formation/incorporation, and FEIN numbers.

4) Company Background/ Business Operations

(a) Please provide the whether the Company is on a Calendar or Fiscal Year End. If Fiscal, please provide the Year End date.

(b) Please provide a description of the Company's business activity.

(c) Please provide the financial systems currently in use by the Company for each entity, if not one ERP system. Specifically the financial systems supporting, General Ledger, Accounts Payable, Accounts Receivable, and Payroll. Please provide prior software system information and the dates that those systems were in use.

5) Prior Abandoned and Unclaimed Property Filings, Audits or VDAs

Please provide copies of any previously filed unclaimed property filings/reports and workpapers. For prior audit workpapers or Voluntary Disclosure Agreements with any state, please include demands for payment and release agreements.

NOTE: If you have not previously been audited and have not submitted a Voluntary Disclosure Agreement to the State, please provide confirmation of this in writing.

NOTE: If prior filings are not provided IA Group will not sample Voids, full populations will be reviewed.

6) Bankruptcy Disclosure

If the Company has previously filed for Bankruptcy, please provide a detailed explanation of the type of Bankruptcy filed and the reasoning behind the Bankruptcy filing.

Please provide the bankruptcy papers that support/reflect the following:

(a) Date of Bankruptcy Petition and the abandoned property that was identified in the filed petition;

(b) The State or States identified as creditors in the petition;

(c) Evidence showing that notice was given to the State(s) of the filed bankruptcy petition; and

(d) The precise language of the release in bankruptcy that the Holder is relying upon and the exact date of release of pre-petition claims.

7) Acquisition History

Please provide a list of Companies that Company has acquired for as far back as available. Please also provide documentation to support the date of acquisition and the type of acquisition (i.e. stock or asset), as well as the acquired Company's state and date of incorporation. Please also note whether the acquired Company has previously filed for bankruptcy.

8) Authorization Letter

Please identify any and all persons or entities (other than your Board of Directors, if applicable) with authority to bind the Company, including those acting pursuant to a Power of Attorney ("POA") together with telephone and electronic contact information.
Be aware that someone with this authority can bind the Company in the absence of the presence of a Company representative. It is suggested that persons with a POA or Advocate status not act independently without copying a Company representative. Provide a copy of all authorizations.

Gift Cards

9) If the Company sells gift cards as a source of revenue, then complete Tab 2- Gift Card Information Request.

Please provide all requested information on the dates provdied above or 30 days before the Opening Call Date.

Innovative Advocate Group

Specializing in Unclaimed Property Examinations

Holder:
States Included in Examination:
Date of Audit Initiation Letter:
Holder Advocate:

Opening Conference Call - Date

Agenda/ Talking Points

- Introduction to Kelly D'Emilia, IA Group
- Introduction of Holder's Representatives

- Audit Process / Timing
  - Disclaimer – Holder has ability to call State
  - Lookback period – By State
  - Property Types – AR, AP, Payroll, Benefits, etc…

  NOTES:_____

  _____

- SharePoint Portal – Need list of those who need access and their email address
- Explanation of Initial Information Request – Scoping Request
  - Prior Filings to be provided as soon as possible, if previously filed and filings are not provided, IA Group will not use sampling for Voids reviews.
- Deadlines – for providing requested documents

  NOTES:_____

  _____

- Attestation Letter

  NOTES:_____

  _____

Next Steps

- Biweekly Status Calls
- Call Notes/Status Workplan (sent after every call)
- Call Recording

3 Harding Road · Suite E
Red Bank, NJ 07701

Company X
Second Information Request
DATE

Return Date

1) a Trial Balance Analysis
For each entity chosen for review and referenced as in-scope, please provide a Trial Balance for the most recent year-end (or, to the extent the entity has been merged into another company, please provide for the last year pre-merger). and for years as far back as can be provided. Each Trial Balance should itemize individual account numbers, together with zero balance accounts, including but not limited to, cash, accounts receivable, accounts payable, and other liabilities. Please identify any in-scope entities that do not maintain a separate trial balance.

b Please also provide a Chart Of Accounts for all entities in scope if there is not one global chart of accounts.

2) IT Financial System
Request financial system transaction codes and descriptions for AR, AP, PR and general accounting systems.

3) Accounts Payable Vendor Master File
The AP Vendor Master file for all entities in scope should include the following information:
Vendor #/ID,
Vendor's name,
Vendor's Full Address,
Vendor's date of creation,
Date of last payment
Active/Inactive,
The company codes/entity codes the vendor is associated with if applicable.
Can employees, patients and/or customers can be vendors? If yes, is there an identifying code/id?

4) Accounts Receivable Customer Master File
The AR Customer Master file for all entities in scope should include the following:
Customer #/ID,
Customer Name,
Customer's full address,
First and last order date
The company/entity code the customer does business with.
Active vs Inactive status
Can employees, patients and/or vendors can be customers? If yes, is there an identifying code/id?

5) a Payroll - Employee Master File
Employee Master File for each entity in scope should include the following:
Employee ID/Number,
Employee Name,
Employee's full address,
Employee Status Active/Inactive,
Employee start date,
Method of payroll payment (Check or direct deposit)
Company code the employee's payroll is coded too.
PLEASE DO NOT PROVIDE THE EMPLOYEE SOCIAL SECURITY NUMBERS.

b Provide the % of Payroll Direct Deposit vs Manual Payroll Checks for the company's employees.

c Describe who processes payroll (In house or by Third Party)
If by Third Party, confirm the payroll company.
Describe how the company funds payroll: through the third party bank account or from the company's bank account.

d Provide an example of a payroll transmission report sent to the third party. (Maybe called Payroll Register)
The Payroll Register should be the report that is sent every payroll to the Third Party to process payroll and should tie the net funding.

6) Accounts Receivable Aging Reports
For each of the in-scope entities listed, please provide an accounts receivable aging as of (YEAR END), reflecting transactions at a customer invoice level. Please reflect aging categories current, 30-60 days, 60-90 days, 90-280 days, 180-365 days, and 366 days plus. *REQUESTED AGINGS TO BE PROVIDED IN EXCEL FORMAT.*

i. Please provide the accounts receivable aging reports for each of the Companies (calendar/fiscal) year ends for as far back as available.
ii. Each report should include such detail as customer number, customer name, customer address, invoice number, invoice amount, and invoice date.
iii. The report should include all current and aged balances, both debits and credits, and should tie to the respective entity's trial balance accounts receivable account(s).

Medical Industry request, if applicable:

7) Unapplied Trial Balance Accounts
Please provide a complete listing of all Unapplied (or "Dummy") Trial Balance Accounts to which payments are held in suspense prior to being applied to the respective patient/insurance accounts.

i. Please provide all transaction level detail as of (YEAR END) to tie to the balance of the respective Trial Balance account as of (YEAR END).
Please include all applicable patient information (i.e. patient number, name/address).
REQUESTED DETAIL TO BE PROVIDED IN EXCEL FORMAT.

Company X
Second Information Request
DATE

Return Date

8) Policies and Procedures or SOX Internal Control Documentation (Narratives, Process Flow Charts, etc.)

a Record Retention Policy - Provide the most updated version for each in scope entity if policies are different.

b Accounts Receivable- Provide the most updated version for each in scope entity if policies are different.
For each in-scope entity listed, please provide accounts receivable policies and procedures, including write-off policies and procedures (i.e. the removal of aged customer credits from the active accounts receivable accounts), including:

i. Due Diligence procedures followed to customer overpayments, unapplied cash, and unidentified remittances;
ii. Communications including monthly statements or correspondence sent to current and inactive customers;
iii. Any threshold guidelines for writing-off stale customer credits; and
iv. Listing of Trial Balance accounts (bad debt, doubtful accounts, etc.) to which adjustments are made.

c Accounts Payable - Provide the most updated version for each in scope entity if policies are different.
Policies should include the process for managing stale checks, voids and stop payments, and cancellations and the reissuance of payments, write-off policies and procedures (i.e. the removal of aged outstanding checks from the active accounts payable accounts), including:

i. Due Diligence procedures followed for outstanding vendor checks and other AP related checks;
ii. Communications including monthly statements or correspondence sent to active/inactive vendors;
iii. Any timing guidelines for writing-off outstanding checks; and
iv. Listing of Trial Balance accounts (liability, unclaimed funds, unapplied accounts, suspense accounts related to invoice discrepancies etc.) to which adjustments are made.
v. When a bank account closes, please provide a description of how outstanding checks are handled (i.e. moved into the new account, voided, written-off, etc..)

d Payroll- Obtain the most updated version for each in scope entity if policies are different.
Policies should include the process for managing stale checks, voids and stop payments, and cancellations and the reissuance of payments, write-off policies and procedures (i.e. the removal of aged outstanding checks from the active payroll accounts), including:

i. Due Diligence procedures followed for outstanding employee checks;
ii. Communications including monthly statements or correspondence sent to active/inactive employees (working/termed employees');
iii. Any timing guidelines for writing-off outstanding payroll checks; and
iv. Listing of Trial Balance accounts (liability, unclaimed funds, unidentified payroll checks, etc.) to which adjustments are made.
v. When a bank account closes, please provide a description of how outstanding checks are handled (i.e. moved into the new account, voided, written-off, etc..)
vi. If a Third Party Payroll Processer is in place (ADP or Ceridian) then request related policies and or contract terms on how the Third Party manages the process of outstanding, voids, stale and stop payments/cancellations of the Holder's employee payroll checks.

e Escheat Policies and Procedures- Provide the most updated version for each in scope entity if policies are different.
Please provide any written policies and procedures regarding all property categories that Corporation reports as unclaimed property. If these policies and procedures have been revised over time, please provide the historical as well as the current policies and procedures. If these policies and procedures vary by entity included in the scope of the examination, please provide the historical and current escheat policies and procedures for each entity.

9) Unclaimed Property Compliance Systems

General Ledger Property: For each entity included in the scope of this examination, please provide a description of any unclaimed property compliance systems used for tracking and reporting accounts payable, payroll, accounts receivable, etc.. as well as the date the systems were implemented. In addition, if a third-party firm assists in the due diligence and escheat process, please identify this company and the date it was engaged.

10) Accounts Payable/ Payroll

Please complete the attached *Disbursement Account Matrix* .

11) Benefit Programs

Please complete the attached *Benefit Program Matrix* for each entity included in the scope of the examination, listing each benefit program that your company offers, noting as self-insured or fully insured. Please identify all current programs and providers, as well as former programs and/or providers that have been discontinued and are no longer utilized. Please identify any in-scope entities that do not have employee benefit programs.

For each of the third party administered plans (reflected on the attached Matrix), please provide a copy of the contract between the Company and the TPA. If a copy of the contract cannot be obtained, please provide a letter from each administrator stating that the administrator is responsible for the escheatment of all uncashed checks.

12) Rebates

a Customer Rebate Programs
Does the Company have any trade/promotional rebate programs with their Customers?
If Yes, then provide the following:

i. Rebate Program(s) descriptions, provide dates for when program was initiated and closed, provide detail for inactive programs.
ii. If trade/ promotional rebate programs are in place, obtain examples of contracts between the Company and its Customers for the various types of programs in place.
iii. Rebate Trail Balance Account(s) brief descriptions
iv. Discount qualifiers, such as volume, display, etc.
v. How are payments to Customers disbursed (Check/AR Credit/Credit Memo)?If, by check which disbursement bank account? (Confirm if on Disbursement Matrix)
vi. Obtain detail of inactive programs as well and the dates of activity and the date when program ended.
Ask if Holder has been audited by a Third Party and confirm if there was a settlement agreement. Obtain the final signed settlement agreement.
vii. How are payments to customers disbursed? Via check (AP or other type of disbursement account) or by Credit (AR)?
viii. If payments are processed in a separate account, outside of Accounts Payable, obtain the bank account if not listed on the Disbursement Matrix.
ix. Obtain the name, title, department, telephone number, fax number and email address for the person responsible the rebate programs and disbursement of rebate checks.

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Company X
Second Information Request
DATE

Return Date

b Consumer Rebate Programs

Does the Company have any rebate programs with their Consumers?

If yes, then provide the following:

i. A brief description of the programs and obtain dates when initiated and closed, if applicable.

ii. A list of all rebate programs that have been conducted within the last 10 years, providing the beginning and ending date of each program.
Current version of policies and procedures followed by the Company for outstanding Consumer Rebate checks.
Should include a brief description of the procedure for an outstanding check.

iii. If it is the policy of the Company to write-off stale dated Consumer Rebate checks to income,
please provide the trial balance account used for the write-offs.

iv. System generated report of all transactions written as far back as available through current fiscal year end.
(Report to include detail such as, payee name, payee address, check number, check amount, and check date)

v. Does the Company utilize a third party administrator ("fulfillment house") for any of its rebate programs?
If yes, please provide the name of each fulfillment house utilized for rebate fulfillment services, and the dates during which each fulfillment house was employed. Also, please provide a description of the fulfillment house's responsibilities (i.e. issuance and processing of rebate checks).

vi. Obtain the name, title, department, telephone number, fax number and email address for the person responsible the rebate programs and disbursement of rebate checks.
Provide the mailing address for each fulfillment house and the name and phone number of the primary contact.

vii. Provide an example of a monthly reporting package from each third party fulfilment house for the consumer rebate program they support.

viii. For each fulfillment house presently or previously used to process rebate claims, provide the following:
a) Name and bank accounts that support the issuance, clearance, and reconcilement of the rebate checks;
b) Ownership information of actual bank disbursement account(s) - i.e. owned by Company or fulfillment house?
c) Funding of rebate programs, how and from where are the disbursement accounts funded.

ix. Are separate bank disbursement accounts established for each separate rebate program?
If yes, then provide a list of all banks accounts used for each rebate program.

Please provide all requested information either on the dates requested above or by 30 days from the Information Request Date.

Company X

Third Information Request

DATE

All return dates should be within 30 days **Return Date**

1) **Accounts Payable**

For each of the accounts payable accounts listed below, please provide the following:

i. Outstanding Checklist: Please provide the Company prepared outstanding checklist as of the **most current year end.**
The Outstanding Checklist should to tie to the respective Trial Balance Account.
Listing should include payee name, payee address, check number, check amount, date of check issuance.
OUTSTANDING CHECKLIST TO BE PROVIDED IN EXCEL FORMAT.

ii. Voids/Stop Payments/Cancelled/Write-offs: Please provide a listing of all voids, stop payments, cancelled, and/or written off checks from the accounts payable accounts listed below, **as of the most current year end, dating back to the earliest year that information is available.**
The listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void.
If check was reissued, please provide the reissued check number and reissued check date.
CHECKLIST TO BE PROVIDED IN EXCEL FORMAT.

iii. Bank Package: Monthly bank packages for periods starting **most current year end and as far back as available.**
(This should include original bank statements provided by the Bank, reconciliation prepared by the Company, and detailed system generated lists/reports of outstanding checks, void check listing, stop payments, and check cancellations with associated address information for the payee.)

Entity Name **G/L Account Name** **Bank Account Name/ Number**

iv. For each of the **closed accounts payable bank accounts** listed above, please provide the last two Bank Packages for the account prior to its closing.
The Bank Package should include the bank statements provided by the Bank, reconciliation prepared by the Company to the GL, and detailed system generated lists/reports of outstanding checks, void check listing, stop payments, and check cancellations with associated address information for the payee.)

2) **Payroll**

For each of the payroll accounts listed below, please provide the following:

i. Outstanding Checklist: Please provide the Company prepared outstanding checklist **as of the most current year end.**
The Outstanding Checklist should to tie to the respective Trial Balance Account.
Listing should include payee name, payee address, check number, check amount, date of check issuance.
OUTSTANDING CHECKLIST TO BE PROVIDED IN EXCEL FORMAT.

ii. Voids/Stop Payments/Cancelled/Write-offs: Please provide a listing of all voids, stop payments, cancelled, and/or written off checks from the payroll accounts listed below, **as of the most current year end, dating back to the earliest year that information is available.**
The listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void.
If check was reissued, please provide the reissued check number and reissued check date.
CHECKLIST TO BE PROVIDED IN EXCEL FORMAT.

iii. Bank Package: Monthly bank packages for periods starting **most current year end and as far back as available.**
(This should include original bank statements provided by the Bank, reconciliation prepared by the Company, and detailed system generated lists/reports of outstanding checks, void check listing, stop payments, and check cancellations with associated address information for the payee.)

Entity Name **G/L Account Name** **Bank Account Name/ Number**

iv. For each of the **closed accounts payable bank accounts** listed above, please provide the last two Bank Packages for the account prior to its closing.
The Bank Package should include the bank statements provided by the Bank, reconciliation prepared by the Company to the GL, and detailed system generated lists/reports of outstanding checks, void check listing, stop payments, and check cancellations with associated address information for the payee.)

v. If utilizing a third party Payroll provider, please provide the payroll process for account funding, check issuance, and voiding a check.

3) **Rebates** **(If the 2nd Information Request is confirmed by the Holder that Rebates do not exist, plus the TB review confirms there are no rebate GL accounts, the Rebate Section can be removed from the this request.)**

Customer Rebates

i. Provide the most recent year-end bank reconciliation for any trade/ promotional account still in operation, including a list of state dated items. (List to include detail such as, payee name, payee address, check number, check amount, and check date).

ii. If it was the policy of the Company to write off stale dated checks to income, please provide a list of written off items from as far back as available through present. (List to include detail such as, payee name, payee address, check number, check amount, and check date).

iii. Provide a system generated report of all voids from the trade/ promotional accounts for the earliest year information is available. Void listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void.

iv. If an accrual account is utilized for a Customer Rebate program, obtain the process/journal entries for creating the accrual and posting the Rebates to the Customer account.

Consumer Rebates

i. Provide the most recent year-end bank account reconciliation for any trade/ promotional account still in operation, including a list of stale dated items. (List to include detail such as, payee name, payee address, check number, check amount, and check date).

ii. If it was the policy of the Company to write off stale dated checks to income, provide a list of written off items from as far back as available through present. (List to include detail such as, payee name, payee address, check number, check amount, and check date).

iii. Provide a system generated report of all voids from the trade/ promotional accounts for the earliest year information is available. Void listing should include payee name, payee address, check number, check amount, date of check issuance AND date of void.

iv. If a third party provider is used, provide an example of the monthly activity reporting package, which should include a slippage report.

Please provide all requested information by the Requested Date above or earlier.

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As of August 17, 2017

Company Name *Status Workplan* *Outstanding*	Date Requested	Date Received	Days Outstanding/Days Until Completion	Due Date	Comments
1) Tax Return Information Please provide the following sections of the filed Federal Form 1120 for Company as of the most current year end and for as far back as available: (a) Form 1120 (or 1065), pages 1-5. (b) Form 851 Affiliations Schedule. (c) Consolidating Income Statement (including elimination columns) which reconciles to page 1 taxable income, listing P&L activity by line item for all legal entities (with legal name, FEIN#, state and date of formation/ incorporation). (d) Consolidating Balance Sheet (including elimination columns), which reconciles to Schedule L- Balance Sheet per Books, listing all Balance Sheet line items for all legal entities, including those disregarded for Federal tax purposes (with legal name and FEIN#). If the Company is a partnership or other form of a legal entity, please provide the Form 1065 or any other applicable Federal Forms filed.	August 15, 2017	August 17, 2017	2		*Received:
2) Apportionment Schedules Please provide the Company's apportionment schedule as of the most current year end (YEAR). The schedule should specifically reflect State apportionment for Sales/Revenue and Payroll.	August 15, 2017	August 17, 2017	2		*Received:
3) Current Corporate Organizational Chart Please provide Company's corporate organizational chart as of (THE MOST CURRENT YEAR END) including parent, subsidiaries, and affiliates (state of formation/incorporation, date of formation/incorporation, FEIN numbers). If Holder has brick and mortar stores then, request the legal entities for the store structure as well. This should include states of formation/incorporation, dates of formation/incorporation, and FEIN numbers.	August 15, 2017		2	August 20, 2017	*Outstanding:
4) Company Background/ Business Operations (a) Please provide the whether the Company is on a Calendar or Fiscal Year End. If Fiscal, please provide the Year End date. (b) Please provide a description of the Company's business activity. (c) Please provide the financial systems currently in use by the Company for each entity, if not one ERP system. Specifically the financial systems supporting, General Ledger, Accounts Payable, Accounts Receivable, and Payroll. Please provide prior software system information and the dates that those systems were in use.	August 15, 2017		2	August 20, 2017	*Outstanding:
5) Prior Abandoned and Unclaimed Property Filings, Audits or VDAs Please provide copies of any previously filed unclaimed property filings/reports and workpapers. For prior audit workpapers or Voluntary Disclosure Agreements with any state, please include demands for payment and release agreements. ***NOTE: If you have not previously been audited and have not submitted a Voluntary Disclosure Agreement to the State, please provide confirmation of this in writing.*** ***NOTE: If prior filings are not provided IA Group will not sample Voids, full populations will be reviewed.***	August 15, 2017	August 17, 2017	2		*Received:
6) Bankruptcy Disclosure If the Company has previously filed for Bankruptcy, please provide a detailed explanation of the type of Bankruptcy filed and the reasoning behind the Bankruptcy filing. Please provide the bankruptcy papers that support/reflect the following: (a) Date of Bankruptcy Petition and the abandoned property that was identified in the filed petition; (b) The State or States identified as creditors in the petition; (c) Evidence showing that notice was given to the State(s) of the filed bankruptcy petition; and (d) The precise language of the release in bankruptcy that the Holder is relying upon and the exact date of release of pre-petition claims.	August 15, 2017	August 17, 2017	2		*Received:

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IA Group - Audit Company Status Summary

Holders:	_____	State Audit Letter Sent:	As of:	Comments:	Holder Contact Name:	Third Party Advocate:	NDA
Company X * Subsidiary 1 * Subsidiary 2 * Subsidiary 3 * Subsidiary 4	-	5/31/2013	10/17/2013	●Follow-up request for documentation to support response sent on September 18, 2013. ●Provided all requested information for 2005-2011, including confirm of no prior VDA/Audit. ●Second Information Request sent (emailed) to Company on September 30, 2013. ●Had conference call October 8, 2013 with Contact to walk through and discuss Second Information Request.	Name Phone # Email	**N/A**	NO
Company X * Subsidiary 1 * Subsidiary 2 * Subsidiary 3	-	5/31/2013	10/17/2013	●Second Information request sent September 10, 2013, documentation received September 27, 2013 ●IA Group currently reviewing information received (TB/GL data, AR Agings, Revenue Matrix) ●Had conference call on October 8, 2013 to discuss infomation provided to date.	Name Phone # Email	Name Phone # Email	YES
Company X * Subsidiary 1 * Subsidiary 2 * Subsidiary 3 * Subsidiary 4 * Subsidiary 5 * Subsidiary 6	-	5/31/2013	10/17/2013	●Second Information request sent September 11, 2013 ●Received information as requested on Second Information Request. IA Group to review documents, October 3, 2013. ●Had call with Company to answer Second Information follow-up questions on September 18, 2013. Follow up conference call on September 24, 2013. ●Status update call on October 7, 2013 about what the difference is between AR Detailed TB and AR Detailed Aging Mapics	Name Phone # Email	Name Phone # Email	NO
Company X * Subsidiary 1	-	5/31/2013	10/17/2013	●Second Information Request sent on September 4, 2013. ●IA Group working with Company regarding Confidentially Agreement. ●IA Group sent Company NDA on September 17, sent signed NDA on September 30, 2013. ●Had status call on September 26, 2013. Walked through email from Contact. ●Received Trial Balance for Company as of Dec. 31 for 2000-2012. on October 4, 2013. ●Form 1120, missing supporting docs (1992-2004) on October 2, 2013.	Name Phone # Email	**N/A**	YES
Company X * Subsidiary 1 * Subsidiary 2 * Subsidiary 3 * Subsidiary 4	-	4/25/2013	10/17/2013	●Second Information Request sent on June 7, 2013. ●Disbursement Account Matrix, Benefits Matrix, and Trial Balance (2005-2012) provided. ●Received A/R Agings Reports for 2013. ●A/R policies and procedures: partial - current professes for credits, overpayments, and unapplied cash. ● A/P (Payroll) Recieved ● Uclaimed Property Escheat History received	Name Phone # Email	Name Phone # Email	YES
Company X * Subsidiary 1 * Subsidiary 2	-	5/31/2013	10/17/2013	●Currently working on NDA. ●Information Request sent on August 16, 2013. ●Received prior VDA docs on August 3, 2013 ●Rescheduling kick-off call.	Name Phone # Email	Name Phone # Email	YES
Company X	-	9/19/2013	10/17/2013	●State sent Audit Initiation letter to Company on September 19, 2013. ●Sent Initiation Letter to Mr. CEO on September 26, 2013. Waiting for response back.	Name Phone # Email	**N/A**	NO

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Report of Examination

on behalf of

The State of STATE

Address 1
City, State Zip

For

Holder Name

EIN# XX-XXXXXXX
Address 1
City, State Zip

Abandoned and Unclaimed Property

DATE

Date

Contact
Title
Company
Address 1
Address 2

RE: Unclaimed Property Examination – Report of Examination

Dear Contact:

As a result of the Abandoned and Unclaimed Property Examination performed by Innovative Advocate Group on behalf of STATE, you will find the enclosed Report of Examination. The report outlines the preliminary findings due to STATE as well as the applicable invoice. STATE law requires that Innovative Advocate Group serve as the custodian and coordinate delivery of the identified unclaimed property to the STATE.

Please feel free to contact me at (732) 576-7710 with any question or concerns.

Sincerely,

Kelly D'Emilia
President
IA Group

Report of Examination
COMPANY NAME
EIN# XX-XXXXXXX
The State of STATE

The STATE examination notice was issued on Month Day, Year. The scope of the examination includes transaction years XXXX through XXXX current, unless otherwise discussed in the Entity Scoping section.

A. Company Overview

- *Business Operations*
  -
- *Employees*
  -
- *Mergers, Acquisitions and Dispositions*
  -
- *Bankruptcy*

Addressable Property

Property Type	Current Due Amount	Property Years
Accounts Payable Outstanding	$	Years
Accounts Payable Voids	$	Years
Payroll Outstanding	$	Years
Payroll Voids	$	Years
Accounts Receivable on Balance Sheet	$	Years
Accounts Receivable off Balance Sheet	$	Years

Trial Balance Name, #	$	Years
Trial Balance Name, #	$	Years
Trial Balance Name, #	$	Years
Trial Balance Name, #	$	Years
Total	**$**	**YEARS**

B. Holder/Advocate Contacts

a.

C. Entity Scoping

Pursuant to a review tax returns and records provided by the holder, the following entities were in scope.

Entity Name	FEIN	State of Incorporation	Date of Incorporation

D. Property Type Scoping

Disbursements: Pursuant to a review of records provided by the holder, the following accounts were identified for additional review.

Entity Name	Property Type	G/L Number	Bank Account Name & Number	Open/Close Date

Accounts Receivable: Pursuant to a review of records provided by the holder, the following general ledger accounts contain customer activity and were identified for additional review.

Entity Name	G/L Acct Number	G/L Acct Name

Trial Balance:

Entity Name	G/L Acct Number	G/L Acct Name

Gift Cards or Gift Certificates: Pursuant to a review of records provided by the holder, the following programs have been identified:

E. Unclaimed Property History and Prior Filings

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COMPANY NAME
State of Incorporation: STATE
Total Exposure - STATE
Confidential

Property Type	Current Due	Future Due	STATE Property	Notes
AP Outstanding				
AP Voids				
Payroll Outstanding				
Payroll Voids				
Accounts Receivable				
Trial Balance				
Total:	$ -	$ -	$ -	

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Innovative Advocate Group
Specializing in Unclaimed Property Examinations

COMPANY NAME
State of Incorporation: STATE
Auditing State: STATE
CONFIDENTIAL

	Actual Amounts Due to STATE					Breakout			
Business Unit	Accounts Payable	Payroll	Accounts Receivable Credits	Misc.	**TOTAL**	Years of Actual Data (A)	Current Property Due	Future Property Due	Total
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#						PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ 76,632.89	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
Company Name (FEIN) State of Incorporation: Review Type Bank Acct. (if applicable) TB#					$ -	PR - (A)YEARS, AP - (A)YEARS, ARC - (A)YEARS,			
TOTAL	$ -	$ -	$ -	$ -					
	A	**A**	**A**	**A**	**Sum of A**		**B**	**B**	**Sum of B**

Sum of A (Unclaimed Actual Amounts)
Sum of B (Current and Future Amounts)
Difference $ -

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Specializing in Unclaimed Property Examinations

PROPERTY TYPE Review
Total Population: YEARS
Review Years YEARS
As of REPORT DATE
PROPERTY TYPE Final Findings
Confidential

Customer Number	Client Name	STREET ADDRESS	CITY	ST	ZIP CODE	PHONE	Cleared/open items symbol	Reference Key 1	Plant	Document Number	Reference	Reference Key 2	Invoice Reference	Document Type	Document Date	Year	Baseline Payment Dte	Special G/L Indicator	Net due date symbol	Amount in Local Currency	Clearing Document	Clearing Date	Text	Comments	Stratum	Clear/Not Clear Actual	Amount Due Actual	NAUPA CODE
																					0.00							-	

Company Name

Table of Contents

Company Profile.....Page3

Industry Competitors.....Page 4

Fact Sheet..... Page 5

Subsidiary Listing ….....Page 6

Company Profile

(Description of the Company's main business operations)

Industry Competitors

(List of 5 competitors with State of Inc.)

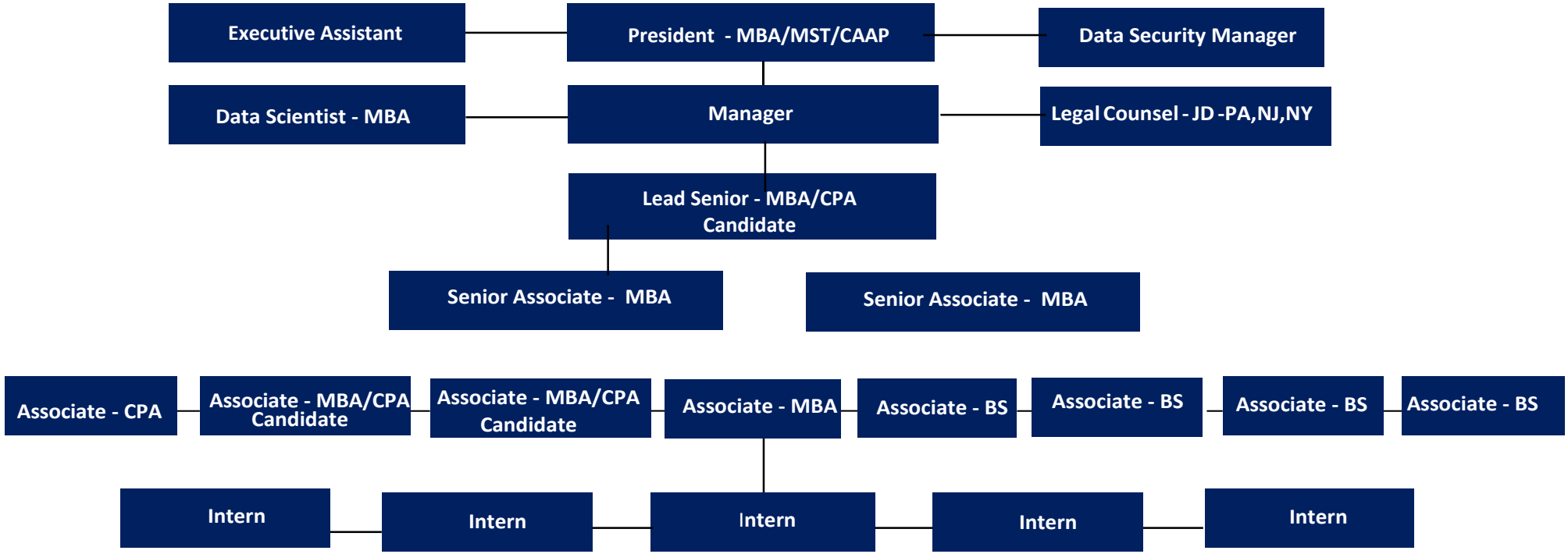
Fact Sheet

Address of Principal Executive Offices	
Employer Identification No.	
D-U-N-S Number	
Industry	
Website	
Current State of Incorporation	
Date of Incorporation	
Year Founded	
NYSE Ticker Symbol	
Stock Class	
Transfer Agent	
Accountant	
2016 Revenue	
Contact Information	

Subsidiary Listing

(Generally found in 10K Exhibit 21)

Innovative Advocate Group, Inc. - Internal Organization Chart, 2017



Organization
Org Chart Description:
President/Owner

- Maintains direct relationship with holders and state administrators
- Sign off on all document review and calculations
- Monitors regulatory changes that effect industry – i.e. bankruptcy law, FAS 404
- Ensures compliance of policies and procedures
- Drives audit schedule and compliance
- Research and investigate new business targets
    - Property types
    - Holders
- Responsible for interviewing/hiring/training

Organization
Org Chart Description:
Executive Assistant

- Prepares comprehensive holder background research
- Prepares invoicing
- Copying/filing/scanning
- Monitoring time and expense
- Assists with employee hiring

Organization
Org Chart Description:
Manager

- Works directly with seniors, staff and associates on audit issues
- Participates in bi-weekly holder updates and status calls
- Reviews all documentation provided by holder with associates
- Reviews draft work papers and calculations
- Ensures compliance of policies and procedures
- Drives audit schedule and compliance
- Research and investigate new business targets
    - Property types
    - Holders

Organization
Org Chart Description:
Lead Senior

- Works directly with associates on audit issues
- Participates in bi-weekly holder updates and status calls
- Reviews all documentation provided by holder with associates
- Reviews draft work papers and calculations
- Ensures compliance of policies and procedures
- Drives audit schedule and compliance
- Research and investigate new business targets
    - Property types
    - Holders

Organization
Org Chart Description:
Legal Counsel

- Consultation and advice regarding general legal and corporate matters
- Contract review and Compliance
- Human Resource and employment counseling
- Consultation and advise on AUP matters
- Review of Non-Disclosure Agreements

Organization
Org Chart Description:
Data Security Manager

- Maintains website and server
- Responsible for employee computer assistance
- Ensures internal and network security

Organization
Org Chart Description:
Data Scientist

- Converts documentation to standard file formats
- Assists in ERP forensics
- Develops the statistical sample methodology and templates
- Prepares data population for statistical sample

Organization
Org Chart Description:
Senior Associate

- Works directly with associates on audit issues
- Works directly with associates on audit issues
- Participates in bi-weekly holder updates and status calls
- Reviews all documentation provided by holder with associates
- Reviews draft work papers and calculations
- Ensures compliance of policies and procedures
- Drives audit schedule and compliance
- Research and investigate new business targets
    - Property types
    - Holders

Organization
Org Chart Description:
Associates

- Catalogs and reviews holder's documentation
- Analyzes holder's financial Information
- Communicates regularly with holders
- Participates in conference calls
- Prepares call notes
- Schedules all data
- Prepares calculations/stat samples and final reports

Organization
Org Chart Description:
Interns

College Internship Program

- 1120 reviews
- 851 reviews
- Review of balance sheet accounts
- Preparation of audit work papers
- Review of AR Agings and tie outs to G/L accounts
- Research of public companies to determine the stock transfer agent
- Research of companies to determine state/date of inc., revenues and company officers
- Prepares correspondences to audit companies as well as clients.
- Participates on conference calls with audit companies

High School Senior Internship Program

- Gain proficiency in Microsoft, Outlook, Excel, Powerpoint and Adobe
- Develop familiarity with tax returns
- Experience various aspects of the auditing process
- Hands on work with clients

Attachment 8

STATE OF NEVADA

BARBARA K. CEGAVSKE
Secretary of State

KIMBERLEY PERONDI
Deputy Secretary
for Commercial Recordings

OFFICE OF THE
SECRETARY OF STATE

Commercial Recordings Division
202 N. Carson Street
Carson City, NV 89701-4201
Telephone (775) 684-5708
Fax (775) 684-7138

INCORP SERVICE, INC

NV

Job:C20180315-1036
March 15, 2018

Special Handling Instructions:
FSC,CHTR,ILO,BL,EMAIL 03/15/2018 AP

Charges

Description	Document Number	Filing Date/Time	Qty	Price	Amount
Foreign Qualification	20180119594-70	3/15/2018 10:42:23 AM	1	$75.00	$75.00
24 Hour Expedite	20180119594-70	3/15/2018 10:42:23 AM	1	$125.00	$125.00
Initial List	20180119595-81	3/15/2018 10:42:23 AM	1	$150.00	$150.00
Business License 3/2018-3/2019	20180119595-81	3/15/2018 10:42:23 AM	1	$500.00	$500.00
Total					$850.00

Payments

Type	Description	Amount
Billed	750915	$850.00
Total		$850.00

Credit Balance: $0.00

Job Contents:

Foreign Corp Charter	1
File Stamped Copies	2
Business License	1

INCORP SERVICE, INC

NV

Attachment 8

040203

BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street Carson
City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov

Filed in the office of Barbara K. Cegavske Barbara K. Cegavske Secretary of State State of Nevada	Document Number **20180119594-70**
	Filing Date and Time **03/15/2018 10:42 AM**
	Entity Number **E0132222018-9**

Qualification to do Business in Nevada

(PURSUANT TO NRS CHAPTER 80)

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

1. Name of Corporation: Innovative Advocate Group, Inc.

2. Jurisdiction of Incorporation/ Creation: New Jersey

[X] This corporation is in good standing in the jurisdiction of its incorporation/creation.

3. Registered Agent for Service of Process: (check only one box)

[X] Commercial Registered Agent: InCorp Services, Inc.
Name

[ ] Noncommercial Registered Agent (name and address below) ***OR*** [ ] Office or Position with Entity (name and address below)

Name of Noncommercial Registered Agent **OR** Name of Title of Office or Other Position with Entity

Street Address | City | Nevada | Zip Code

Mailing Address (if different from street address) | City | Nevada | Zip Code

4. Authorized Stock: (set forth the total authorized stock indicating number of par shares, par value per share and/or number of no par shares; mark appropriate box if entity is a nonprofit corporation with or without stock; submit required documentation to support statement; stock statement must match documentation exactly)

Total Authorized Stock: 10,000

(a) Number of shares *with* par value:

(b) Par value per share: $

(c) Number of shares *without* par value: 10,000

If a Nonprofit Entity: [ ] This is a nonprofit entity *with* authorized stock, as listed above. [ ] This entity is a nonprofit, non-stock corporation.

5. Purpose: (required; continue on additional page if necessary)

The purpose of the corporation shall be:
Consulting

6. Name, Title and Signature of Officer Making Statement:

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

Kelly D'Emilia
Name

President
Title of Officer

X Kelly D'Emilia
Officer Signature

7. Certificate of Acceptance of Appointment of Registered Agent:

I hereby accept appointment as Registered Agent for the above named Entity. If the registered agent is unable to sign the Articles of Incorporation, submit a separate signed Registered Agent Acceptance form.

X _____
Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity Date

This form must be accompanied by appropriate fees.

Attachment 8

180304

BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov

Registered Agent Acceptance

(PURSUANT TO NRS 77.310)

This form may be submitted by: a Commercial Registered Agent, Noncommercial Registered Agent or Represented Entity. For more information please visit http://www.nvsos.gov/index.aspx?page=141

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

Certificate of Acceptance of Appointment by Registered Agent

In the matter of Innovative Advocate Group, Inc.

Name of Represented Business Entity

I, InCorp Services, Inc. am a:

Name of Appointed Registered Agent *OR* Represented Entity Serving as Own Agent*

(complete only one)

a) [X] commercial registered agent listed with the Nevada Secretary of State,

b) [ ] noncommercial registered agent with the following address for service of process:

Street Address City Nevada Zip Code

Mailing Address (if different from street address) City Nevada Zip Code

c) [ ] represented entity accepting own service of process at the following address:

Title of Office or Position of Person in Represented Entity

Street Address City Nevada Zip Code

Mailing Address (if different from street address) City Nevada Zip Code

and hereby state that on 03/15/2018 (Date) I accepted the appointment as registered agent for the above named business entity.

X Olivia Gonzales on behalf of InCorp Services, Inc. 03/15/2018

Authorized Signature of R.A. or On Behalf of R.A. Company Date

*If changing Registered Agent when reinstating, officer's signature required.

X

Signature of Officer Date

SECRETARY OF STATE

STATE OF NEVADA

FOREIGN CORPORATE QUALIFICATION

I, Barbara K. Cegavske, the duly elected and qualified Nevada Secretary of State, do hereby certify that **INNOVATIVE ADVOCATE GROUP INCORPORATED** did on March 15, 2018 file in this office a Foreign Qualification in this State and is now on file and of record in the office of the Nevada Secretary of State, and that further, that said Corporation is at the date of this Certificate duly qualified to exercise therein all the powers recited in its Foreign Qualification and to transact business in the State of Nevada in accordance with the laws governing Corporations in said State.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 15, 2018.

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

Certified By: Ashley Pion
Certificate Number: C20180315-1036

Attachment 8

(PROFIT) INITIAL/ANNUAL LIST OF OFFICERS, DIRECTORS AND STATE BUSINESS LICENSE APPLICATION OF:

ENTITY NUMBER

Innovative Advocate Group, Inc.
NAME OF CORPORATION

FOR THE FILING PERIOD OF 2018 TO 2019

USE BLACK INK ONLY - DO NOT HIGHLIGHT

**** YOU MAY FILE THIS FORM ONLINE AT www.nvsilverflume.gov ****

Filed in the office of	Document Number
Barbara K. Cegavske Barbara K. Cegavske Secretary of State State of Nevada	20180119595-81
	Filing Date and Time 03/15/2018 10:42 AM
	Entity Number E0132222018-9

[X] Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

IMPORTANT: Read instructions before completing and returning this form.

1. Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An Officer must sign the form. *FORM WILL BE RETURNED IF UNSIGNED.*
2. If there are additional officers, attach a list of them to this form.
3. Return the completed form with the filing fee. Annual list fee is based upon the current total authorized stock as explained in the Annual List Fee Schedule For Profit Corporations. A $75.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.

ABOVE SPACE IS FOR OFFICE USE ONLY

4. State business license fee is $500.00/$200.00 for Professional Corporations filed pursuant to NRS Chapter 89. Effective 2/1/2010, $100.00 must be added for failure to file form by deadline.
5. Make your check payable to the Secretary of State.
6. **Ordering Copies:** If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional $30.00 per certification. A **copy fee of $2.00 per page** is required for **each additional copy generated** when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
7. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.
8. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties. Failure to include annual list and business license fees will result in rejection of filing.

CHECK ONLY IF APPLICABLE AND ENTER EXEMPTION CODE IN BOX BELOW

[ ] Pursuant to NRS Chapter 76, this entity is exempt from the business license fee. Exemption code: [ ]

NOTE: If claiming an exemption, a notarized Declaration of Eligibility form must be attached. Failure to attach the Declaration of Eligibility form will result in rejection, which could result in late fees.

[ ] This corporation is a publicly traded corporation. The Central Index Key number is: [ ]

[ ] This publicly traded corporation is not required to have a Central Index Key number.

NRS 76.020 Exemption Codes
001 - Governmental Entity
006 - NRS 680B.020 Insurance Co.

NAME	TITLE(S)		
Kelly D'Emilia	PRESIDENT (OR EQUIVALENT OF)		
ADDRESS	CITY	STATE	ZIP CODE
3 Harding Road, Suite E	Red Bank	NJ	07701
NAME	TITLE(S)		
Tina Sabatino	SECRETARY (OR EQUIVALENT OF)		
ADDRESS	CITY	STATE	ZIP CODE
3 Harding Road, Suite E	Red Bank	NJ	07701
NAME	TITLE(S)		
Kelly D'Emilia	TREASURER (OR EQUIVALENT OF)		
ADDRESS	CITY	STATE	ZIP CODE
3 Harding Road, Suite E	Red Bank	NJ	07701
NAME	TITLE(S)		
Kelly D'Emilia	DIRECTOR		
ADDRESS	CITY	STATE	ZIP CODE
3 Harding Road, Suite E	Red Bank	NJ	07701

None of the officers or directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X Kelly D'Emilia
Signature of Officer or Other Authorized Signature

Title: President

Date: 03/14/2018

Nevada Secretary of State List Profit
Form: 100103 Revised: 7-1-17

Attachment 8

SECRETARY OF STATE

STATE OF NEVADA

NEVADA STATE BUSINESS LICENSE

INNOVATIVE ADVOCATE GROUP INCORPORATED

Nevada Business Identification # NV20181190220

Expiration Date: March 31, 2019

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on March 15, 2018

Barbara K. Cegavske
Secretary of State

You may verify this license at www.nvsos.gov under the Nevada Business Search.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which by law cannot be waived.