Request for Clarification:
CPA Firms to Provide Audit and Tax Services

### Questions and Answers

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<tr>
<th>ID</th>
<th>Respondent Questions</th>
<th>Energy Trust of Oregon Responses</th>
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|    | **General**                                                                           | **1** Why an RFP at this time?  
Energy Trust last awarded the RFP for audit and tax services in 2015. Best practice and our company policy are to go to market every five years. Due to COVID adding workload and uncertainty to staff in 2020, the board audit committee decided to postpone the RFP by one year.                                                                                   |
|    | **2** Who is Energy Trust currently engaged with and are there any issues? Are they eligible to respond?  
Energy Trust is currently engaged with MossAdams and has a very good relationship with them. Yes, they are eligible to respond to this RFP.                                                                                                                   |
|    | **3** Was the FY20 audit conducted remotely?  
Yes, both the interim and final fieldwork were conducted remotely, as well as the 401k audit. The auditors met with the committee and full board of directors via Zoom.                                                                                                       |
|    | **4** Does Energy Trust have a preference for remote, on-site or hybrid audit fieldwork during these times of COVID?  
During COVID, Energy Trust requires remote fieldwork to protect staff and auditors. As Energy Trust continues to digitize more records, remote engagements may be the preferred style.                                                                 |
|    | **5** When is the fieldwork for interim and final performed?  
Typically, interim is in November and final is in February. The final report must be completed before April 15th.                                                                                                                                                                                                                     |
|    | **6** What have fees been for the most recent contract period?  
Energy Trust declines to answer this question.                                                                                                                                                                                                                                                                                  |
|    | **7** May we see the most recent audit, Form 990, 401k audit, and internal financial statements?  
The audit and Form 990 are available on our website [https://www.energytrust.org/about/reports-financials/](https://www.energytrust.org/about/reports-financials/). Energy Trust is happy to send you a copy of the 401k audit and the internal financial statement. Just email a request to Cheryl.gibson@energytrust.org  |
|    | **Audit Related**                                                                     | **8** Who drafts the financial statements?  
Energy Trust prepares monthly reports. The auditor drafts the audited statements including footnotes and cash flow analysis.                                                                                                                                                                                                    |
|    | **9** What significant audit adjustments, if any, were made in the most recent year audited?  
None                                                                                                                                                                                                                                                                                                                             |
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<th>What is the most important area that a new auditor can address to improve your experience with the audit?</th>
<th>We are satisfied with our current audit experience, so we are not seeking to correct any shortcomings. However, we’ve touched on what we are looking for in the RFP – expertise, commitment to diversity, equity and inclusion, and innovation in practice. We are interested in how each proposer approaches these.</th>
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<td>The audit mentions likely requiring a Single Audit in 2022. Has Energy Trust had a Single Audit in 10 years?</td>
<td>No, Energy Trust has not required a Single Audit yet, but there is a high likelihood we will in 2022, or 2023.</td>
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<td>12</td>
<td>Does Energy Trust anticipate entering into any large, complex transactions within the next 2-3 years?</td>
<td>We have no such plan at this time.</td>
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<td>13</td>
<td>RFP Question #7 requests “Discuss your firm’s tax expertise in payroll issues, 1099’s, etc. If possible, provide examples of problems you’ve helped your clients identify and solve.” Would you be willing to share what type of payroll issues you have and if there’s specific assistance you’re looking for?</td>
<td>Here are a few examples of situations in which a reliable source for updates, webinars, and occasional tax advice would be beneficial. i. Since COVID, our payroll and HR departments have needed to respond rapidly to changes, like CARES, FFCRA, and ARPA. ii. Since COVID and working remotely, we see an increased interest in hiring employees remotely, who will work in states other than Oregon. Researching individual state and local payroll tax and leave requirements can be a burden. iii. We issue a large number of payments for incentives, and occasionally encounter an unusual requirement for handling a W9 or 1099.</td>
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<td><strong>Tax Related</strong></td>
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<td>What is your current process for the preparation of the tax returns?</td>
<td>The audit firm prepares the 990, Oregon CT-12, and if necessary, local tax returns. Energy Trust provides details that augment the audited financial statements using audit-firm provided templates and questionnaires.</td>
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<td>What is your timeline for the preparation of the tax returns? Is the Form 990 presented to the Board prior to filing?</td>
<td>Our preference is to file the 990 and CT-12 on time, without extensions, however we have extended from time to time. The Director of Finance emails the 990 to board members prior to filing and invites questions via email.</td>
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<td>Please confirm if there is any unrelated business taxable income for 2021 and beyond. If so, please describe the activity.</td>
<td>There is no unrelated business income in 2021.</td>
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<td><strong>Other Services</strong></td>
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<td>17</td>
<td>Besides tax compliance, what type of tax consulting services would you be interested in? Do you need assistance with governance, unrelated business income, payroll, international tax, state and local tax matters, etc.?</td>
<td>i. See question 13, where we describe situations in which we may ask for advice or continuing education related to payroll tax or 1099 informational returns. ii. There is no need currently, but future business plans could include activities that might give rise to unrelated business income. iii. We do not engage in international activities at this time.</td>
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