

## Inquiries

Completed by:

Susan Domenighini

Date

12/5/19

### Inquiries - Commitments and Contingencies

Yes / No

- 1 What are the entity's procedures for identifying, evaluating, and accounting for litigation, claims, and assessments?  
It is referred to legal council or other responsible entity for guidance.
- 2 Are you aware of any of the following potentially significant unrecorded commitments or contingent liabilities as of the financial statement date:  
(If they respond yes, request a description and evaluation of any pending litigation, claims, or assessments, and supporting documents, including legal correspondence.)
- Pending or threatened litigation or unasserted claims? If yes, explain:
- Notification of any noncompliance with laws or regulations by governmental bodies, which might adversely affect the entity, through the date of inquiry (environmental, safety, wage-hour, truth-in-lending, renegotiations, etc.)? If yes, explain:
- Product warranties? If yes, explain:
- Existing sales or purchase commitments which may result in possible loss to the entity, or which should be disclosed in the financial statements? If yes, explain:
- Anticipated losses on long-term contracts? If yes, explain:
- Long-term leases with required fixed payments for several years? If yes, explain:
- Financial transactions or arrangements with financial institutions (for example, oral or written guarantees, endorsements, open letters of credit, etc.)? If yes, explain:
- Potential of environmental remediation liabilities? If yes, explain:
- Any significant transactions or events pertaining to investees that would require disclosure? If yes, explain:
- Commitments or plans for major capital expenditures? If yes, explain:
- 3 Were any commitments or contingencies highlighted in the minutes, contracts, loan agreements, or other documents?  
If yes, explain:

### Inquiries - Subsequent Events

Yes / No

- 4 Are you aware of any of the following potentially significant subsequent events:  
Settlement or change in status of litigation, liabilities, or other items that were not completely resolved (tentative, preliminary, or inconclusive items) at the financial statement date? If yes, explain:

Indication of any loss on assets during the period from the financial statement date through the date of inquiry (e.g., marketable securities, receivables, investments in affiliates, etc.)? If yes, explain:

No

Unusual adjustments made during the period from the financial statement date through the date of inquiry? If yes, explain:

No

Significant changes in the entity resulting from the purchase or sale of a business, or change in management, ownership, equity, or working capital from the financial statement date through the day of the inquiry? If yes, explain:

No

Significant changes in operations which could have a significant negative impact on the entity (e.g., loss of major customers, material cancellations of sales orders or merchandise returns, adverse sales trends or market conditions, etc.)? If yes, explain:

No

Increases in the cost of the entity's basic raw materials resulting in a detrimental effect on gross profit, or decreases in these costs evidencing possible inventory losses? If yes, explain:

No

Material amounts of inventory becoming slow-moving or obsolete? If yes, explain:

No

Any state or federal revenue agent income tax examinations, deficiency assessments, etc.? If yes, explain.

No

Existence of any liabilities or assets in dispute or being contested, including customers' or creditors' claims on invoices, product warranties, or guarantees, etc.? If yes, explain:

No

Any liabilities settled for amounts less than face value? If yes, explain:

No

Has the entity become delinquent in any of its liabilities? If yes, explain:

No

Foreign currency restrictions, controls, and devaluations affecting the entity? If yes, explain:

No

Any dividends declared or paid? If yes, explain:

No

Changes in accounting and financial policies? If yes, explain:

No

Sale, abandonment, or destruction of a material amount of the entity's assets? If yes, explain:

No

Any adverse impact of wage negotiations? If yes, explain:

No

Any new pension or compensation plans? If yes, explain:

No

Energy or other material shortages of significance to the entity's operations? If yes, explain:

No

Any changes in coverage of all insurable risks which could result in a catastrophe? If yes, explain:

No

Any incurrence of or changes in long-term debt? If yes, explain.

No

Any oral or written guarantees? If yes, explain.

No

Any other potentially significant subsequent events as of the date of inquiry? If yes, explain:

No

**Inquiries - Estimates, Concentrations, Related Parties, and Compliance**

Yes / No

5 What circumstances exist that require accounting estimates?

6 Do concentrations exist? If yes, explain.

No

7 Are you aware of any related party transactions? If yes, explain:

No

8 Are related-party transactions occurring but not being recognized in the accounting records?

No

9 Is the entity **out of compliance** with laws and regulations that may have a material effect on the financial statements, including those fundamental to the operating aspects of the business, fundamental to the entity's ability to continue its business, and necessary for the entity to avoid material penalties? If yes, explain.

No

**Inquiries - Federal Award Programs**

Yes / No

10 Are there commitments and contingencies related to federal award programs, such as (a) fraud and illegal acts involving management or employees that could affect federal award programs; (b) other noncompliance with applicable laws, regulations, contracts, or grant agreement provisions applicable to federal award programs, including communications from grantor or regulatory agencies concerning violations or possible violations; and (c) commitments for grants to subrecipients that are payable over future periods. If yes, explain and identify which program(s) is affected.

No