



NEW BRUNSWICK
ENERGY & UTILITIES BOARD
COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

ADDENDUM

PROJECT TITLE: Request for Proposal – External Audit Services	ADD. NO.: 1
PAGE 1 of 3 (Including Confirmation Sheet)	DATE: September 25, 2019

Make the following modifications to the above project. Include in the amount of the RFP, any additions to or deductions from the cost of the work by reason of these instructions.

Sign and attach this Addendum to the RFP documents and submit with your RFP. Failure to do so will result in the rejection of your RFP.

Please see below questions and answers.

Q1. Monthly processing and reporting

- a. Is a bank reconciliation prepared every month?
- b. Are internal financial statements produced monthly?
- c. Are the financial statements reviewed and approved by the Board throughout the year?
- d. What accounting system is used for internal reporting?
- e. Are the accounts receivable and accounts payable sub-ledgers reconciled to the general ledger on a monthly basis?

A1.

- a. *Yes*
- b. *Yes*
- c. *No*
- d. *QuickBooks*
- e. *Yes*

SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL


BY: Kathleen Mitchell
Kathleen Mitchell
Chief Clerk

Proponent's Signature

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<p>Q2. Pension plan – are there any changes in the New Brunswick Public Service Pension Plan that will impact the NBEUB?</p> <p><i>A2. Please refer to the Board’s Annual Report 2018-19, Audited Financial Statements, Note 14</i></p> <p>Q3. Reserve for future hearings – there have been no expenses applied against this for the past two years – will the cost of the current Enbridge hearings be recognized against this reserve? Is there a mechanism to identify and track the costs that are applied against the reserve?</p> <p><i>A3. Please refer to the Board’s Annual Report 2018-19, Audited Financial Statements, Note 12</i></p> <p>Q4. Fredericton office space – has the NBEUB signed a new lease for the Fredericton office space?</p> <p><i>A4. Please refer to the Board’s Annual Report 2018-19, Audited Financial Statements, Note 15</i></p> <p>Q5. Year end preparation</p> <ul style="list-style-type: none"> a. Do the NBEUB provide a year-end package to the auditor’s? b. How many adjusting journal entries are there from the internal financial statements to the audited financial statements? c. How many days and how many staff did the incumbent auditor have on site to complete the year end audit? <p><i>A5.</i></p> <ul style="list-style-type: none"> a. <i>Yes</i> b. <i>The NBEUB will provide this information during the audit; it varies year by year.</i> c. <i>. The Board will not provide a response to this enquiry.</i> <p>Q6. Timing of year end work – we would plan to be onsite the week of May 4th or May 11th (at the latest) to meet the June 3rd draft statement date. Please confirm that the NBEUB team can be prepared by this date. We would also plan to perform our planning and interim procedures prior to the year end date if your team can facilitate this.</p> <p><i>A6. The Board will not provide a response to this enquiry. See Appendix A of RFP.</i></p>	

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BY: 
 Kathleen Mitchell
 Chief Clerk

 Proponent’s Signature



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CONFIRMATION - RECEIPT OF ADDENDUM

PROPONENT'S NAME: _____

RECEIVER NAME (PRINT): _____

RECEIVER SIGNATURE: _____