1. What is your normal/expected timeline on the audit? When would you expect it to start, to get drafts and finally have it issued/complete?

   Response: Expected start time is November 4, 2024; drafts in by December 20, 2024 and completed/issued around February 7, 2025.

2. Do you prefer a virtual or in-person audit experience?

   Response: Virtual

3. Does 3CE have continued grant revenue from CAPP or other programs via the state or federal government in the year ended 9/30/24? If any federal - any possibility of a single audit being required for FY24?

   Response: 3CE does not have continued grant revenue from CAPP or other state or federal governments in the current year. A single audit is not likely to be required in the current year.

4. Are there any major capital projects going on or planned in the near future?

   Response: An office tenant improvement capital project with a budget of $750,000 was recently approved by the Policy Board. The project will take place over the current and upcoming fiscal years.

5. What accounting system does 3CE use?
   Response:
   a. How many employees have access to the accounting system and separately, access to the source code of that system?

      Response: The accounting system resides within our external CPAs who provide accounting services to 3CE. They use QuickBooks. 3CE employees do not have access to QuickBooks.

   b. Do you have any separate systems for billing, payroll, etc. or is it all within the one main system?

      Response: We currently use ADP Workforce Now for payroll. Our billing services are contracted to Calpine Solutions. AP functions reside in Bill.com where our external CPA vendor manages access and input entries and processes invoices, which are accessed by 3CE staff.