

March 31, 2025

**Board of Directors  
University of Regina Alumni Association  
210 Paskwaw Tower  
3737 Wascana Parkway  
Regina, Saskatchewan  
S4S 0A2**

Dear Board Members:

The purpose of this letter is to outline the terms of our engagement to audit the financial statements of **University of Regina Alumni Association** for the year ending **March 31, 2025**.

### **Objective, Scope and Limitations**

Our statutory function as auditor of University of Regina Alumni Association is to report to the members by expressing an opinion on University of Regina Alumni Association's annual financial statements. We will conduct our audit in accordance with Canadian generally accepted auditing standards and will issue an audit report.

As auditors conducting an audit in accordance with Canadian generally accepted auditing standards, we plan to obtain reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

- Factors such as use of judgment, and the use of testing of the data underlying the financial statements;
- Inherent limitations of internal control; and
- The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Unless unanticipated difficulties are encountered, our report will be substantially in the form provided in Appendix "A".

### **Our Responsibilities**

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian accounting standards for not-for-profit organizations. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

An overview of our detailed audit planning has been provided to the Board of Directors (as summarized in Appendix

“B”).)

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of University of Regina Alumni Association without University of Regina Alumni Association’s prior consent, unless required to do so by appropriate legal or regulatory authorities, or the harmonized rules of professional conduct of CPA Saskatchewan.

We will communicate, at our discretion, in writing to the Board of Directors the relationships between us and University of Regina Alumni Association (including related entities), that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to University of Regina Alumni Association.

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management and, where appropriate, those charged with governance:

- Misstatements, resulting from error, other than trivial errors;
- Fraud or any information obtained that indicates that a fraud may exist;
- Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- Significant weaknesses in the design or implementation of internal control to prevent and detect fraud or error; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be limited to those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and, where appropriate, those charged with governance in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider University of Regina Alumni Association’s internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

We will issue all of our reports and opinions under our firm name. The firm name, “Virtus Group, Chartered Professional Accountants & Business Advisors LLP” or “Virtus Group LLP”, should not be used, copied or referred to in any other manner with respect to materials or documents which may be available to persons external to University of Regina Alumni Association without our expressed written consent.

### **Management’s Responsibilities**

Management is responsible for:

1. Financial Statements

- The preparation and fair presentation of University of Regina Alumni Association's financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

2. Completeness of Information

- Providing us with and making available complete financial reports and related data, and copies of all minutes of meetings of shareholders, directors and committees of directors;
- Providing us with information relating to any known or probable instances of noncompliance with legislative or regulatory requirements, including financial reporting requirements;
- Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- Providing us with information regarding all related parties and related party transactions;
- Providing us with access to all information of which management is aware that is relevant to the preparation of the financial statements and any additional information requested by us; and
- Providing us with unrestricted access to persons within the Association necessary to obtain audit evidence.

3. Fraud and Error

- The design and implementation of internal control as management determines is necessary to prevent and detect fraud and error and to enable the preparation of financial statements that are free from material misstatement;
- An assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- Providing us with information relating to fraud or suspected fraud affecting the entity involving:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others, where the fraud could have a non-trivial effect on the financial statements;
- Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

4. Recognition, Measurement and Disclosure

- Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- Providing us with information relating to the measurement and disclosure of transactions with related parties;
- Providing us with an assessment of all areas of measurement uncertainty known to management that

are required to be disclosed in accordance with Measurement Uncertainty, CPA Canada Handbook - Accounting Section 1508;

- Providing us with information relating to claims and possible claims, whether or not they have been discussed with University of Regina Alumni Association's legal counsel;
- Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which University of Regina Alumni Association is contingently liable;
- Providing us with information on whether University of Regina Alumni Association has satisfactory title to assets, liens or encumbrances on assets exist, or assets are pledged as collateral;
- Providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements; and
- Providing us with information concerning subsequent events.

5. Written Confirmation of Significant Representations

- Providing us with written communication of significant representations provided to us during the engagement on matters that are:
  - Directly related to items that are material, either individually or in the aggregate, to the financial statements;
  - Not directly related to items that are material to the financial statements but are significant, either individually or in the aggregate, to the engagement; and
  - Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial statements.

The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

**Fees**

Regarding our audit of the annual financial statements as described in this letter, University of Regina Alumni Association and Virtus Group LLP agree to an estimated fee of \$7,800 for this service.

Our fee estimate considers the quality of University of Regina Alumni Association's accounting records and the agreed upon level of preparation and assistance from University of Regina Alumni Association personnel. We will inform University of Regina Alumni Association on a timely basis should these factors not be in place or should other circumstances arise which might cause the actual time we incur to exceed our estimate.

Upon completion of these services, we will review with you any fees and expenses incurred in excess of our estimate, following which we will render our final billing.

Our fees, which will be billed as the work progresses, are based on our standard hourly rates plus reimbursement of our expenses. Other disbursements for items such as travel, accommodation and meals will be charged based on our actual disbursements.

Invoices for services completed and in progress will be promptly rendered and are due and payable when received. Amounts overdue are subject to interest at 1.5% per month (18% per annum).

Our fees are exclusive of GST and any applicable provincial sales taxes. Accordingly, the appropriate amounts of tax will be computed and shown separately on our invoices.

Fees for any other services, such as special-purpose reports, will be billed separately from the services described in this engagement letter and may be subject to written terms and conditions supplemental to those in this letter.

### **Personal Information**

Management and, where appropriate, those charged with governance acknowledges that it is responsible for obtaining all consents required by law in order for Virtus Group LLP to receive, use and retain any personal information required by Virtus Group LLP in connection with the engagement. Management and, where appropriate, those charged with governance consents to the receipt, use and retention by Virtus Group LLP of any personal information provided to Virtus Group LLP. All personal information will be treated as confidential by Virtus Group LLP.

### **Electronic Distribution and Communications**

While a report may be sent to University of Regina Alumni Association electronically by Virtus Group LLP for University of Regina Alumni Association's convenience, only the signed report (electronic or manual signature), if any, constitutes the University of Regina Alumni Association record copy.

University of Regina Alumni Association recognizes and accepts the risks associated with communicating by Internet (e-mail, client portal) including the lack of security, unreliability of delivery and possible loss of confidentiality and legal privilege. Unless University of Regina Alumni Association requests in writing that Virtus Group LLP not communicate with it by Internet (e-mail, client portal), Virtus Group LLP accepts no responsibility or liability in respect of any loss or damage associated with the use of Internet communications.

### **Governing Law**

This engagement letter shall be subject to and governed by the laws of the province where Virtus Group LLP's principal office performing the engagement is located (without regard to such province's rules on conflicts of law) and all disputes arising hereunder or related thereto shall be subject to the exclusive jurisdiction of the courts of such province of Canada.

### **Designated Public Documents**

Designated public documents are defined as those documents containing either full or summarized financial statements that we have audited or reviewed, and include:

- Annual reports of not-for-profit organizations, governments or government organizations; and
- Those documents with which we are deemed to be associated, even if they do not contain financial statements that we have audited or reviewed (e.g. Annual Information Forms and Management's Discussion and Analysis).

#### **1. Management's Responsibility**

When applicable, management and, where appropriate, those charged with governance agrees to provide us with copies of University of Regina Alumni Association's designated public documents prior to their release and to provide us with adequate notice of the preparation of such documents.

If University of Regina Alumni Association posts the designated public documents on University of Regina Alumni Association's website or on other electronic sites, management and, where appropriate, those charged with governance are solely responsible for the accurate and complete reproduction of the financial statements and our reports thereon. We accept no responsibility for any claim or damages resulting from any inaccurate or incomplete reproduction of such financial statements or our report thereon.

## 2. Our Responsibility

Professional standards require us to:

- Determine whether the financial statements and our report thereon have been accurately reproduced in the designated public documents.
- Read the financial statements and our report thereon that are to be posted on the University of Regina Alumni Association website and compare the information therein to the version ultimately posted to determine whether this information has been accurately reproduced from the original.
- Read the other information contained in the designated public documents and consider whether such information, or the manner of its presentation, raises questions regarding, or appears to be otherwise inconsistent with, the financial statements upon which we have reported. However, an audit does not include the performance of procedures to corroborate such other information (including forward-looking statements). Accordingly, we will not provide any assurance, either positive or negative, on the other information contained in the designated public documents or on the documents as a whole.
- When the designated public documents are issued in another language, satisfy ourselves that each version of the financial statements and the report thereon includes the same information and in all material respects carries the same meaning as each other version and that the other information contained in the designated public documents has been translated in such a way as not to be inconsistent with the financial statements or the report thereon.

## 3. Other Matters

Management and, where appropriate, those charged with governance acknowledges that we have no obligation to monitor subsequent amendments to the information on the University of Regina Alumni Association website, unless we are separately engaged to do so. We accept no responsibility for any claim or damages resulting from any subsequent amendments that result in inaccurate or incomplete reproduction of such financial statements or our report thereon.

Management and, where appropriate, those charged with governance acknowledges and confirms their understanding that we are not responsible for reading any other public document issued by University of Regina Alumni Association unless agreement is reached in advance as to the procedures we will perform and the form our report will take.

Management and, where appropriate, those charged with governance acknowledges and confirms that where our reports are reproduced in any medium, the complete financial statements, including notes, must also be presented.

## Other Services - Corporate Taxes

We will prepare the corporation income tax returns including related schedules and input to general index of financial information (GIFI). This also includes preparation and updating spreadsheets for tax calculations.

The following additional terms and conditions relate to our engagement to provide corporate tax compliance services:

1. Basis of Advice

We will base our conclusions on the facts and assumptions that you provide to us and will not independently verify this information. In rendering our advice, we will consider the applicable provisions of the Income Tax Act (Canada) (the "Act") and other relevant taxing statutes, the regulations there under, applicable tax treaties and judicial and administrative interpretations thereof. Our conclusions will also take into account all specific proposals to amend the Act or any other relevant statutes and treaties publicly announced prior to the date of our advice, based on the assumption that these amendments will be enacted substantially as proposed. These authorities are subject to change, retroactively and/or prospectively, and any such changes could affect the validity of our advice. Our conclusions will not otherwise take into account or anticipate any changes in law or practice, by way of judicial, governmental or legislative action or interpretation. Unless you specifically request otherwise, Virtus Group LLP will not update our advice to take any such changes into account.

2. Role of Management

It is understood that the Association's management will be responsible specifically for:

- a) providing the information required for us to complete the tax services
- b) examining the income tax returns carefully and filing them by the due dates;
- c) arranging for payment of income tax instalments by the due dates;
- d) the prevention and detection of fraud, error or other similar irregularities;
- e) the accuracy and completeness of the representations in the financial statements and income tax returns.

We are not responsible for interest and penalties assessed against you in connection with your tax affairs and you will not look to us for reimbursement.

3. Legal Counsel

You should consult with and/or engage legal counsel for the purpose of advising on non-tax legal aspects of matters on which we provide our tax advice and drafting any legal documents and/or agreements that may be required. To the extent legal counsel or other professional service providers are required, you are exclusively responsible for engaging and paying such service providers.

4. Restriction on Use

Unless contemplated by the engagement letter, all reports and written advice are intended solely for your internal use and may not be edited, distributed, published, made available or relied upon by any other person without Virtus Group LLP's express written permission. If such permission is given, you may not publish any extract or excerpt of Virtus Group LLP's written advice or report or refer to Virtus Group LLP without providing the entire advice or report at the same time.

5. Other Tax Services

Tax returns are subjected to review and inquiry by the taxation authorities. Should the taxation authorities assess any items against you there are certain rights of objection and appeal available. In the event of any tax review, inquiry or audit, we will be available to represent you. Any income tax representation services shall be separately arranged.

If taxation research and advisory services are requested by management with respect to specific significant transactions or financial activities, these services shall be separately arranged.

6. Assurance Provided by Virtus Group LLP

The level of assurance management or any other party can derive from our services shall be based on our audit/plausibility review of the financial statements for which we have been engaged; the assurance is not increased or reduced by our involvement in the above noted tax services.

7. Other

As a part of this engagement we will prepare the following statutory filings:  
- T1044 Non Profit Information Return

**Other Written Reports**

Management and, where appropriate, those charged with governance acknowledges that other written reports are derived from the financial statement audit and do not constitute an opinion on such matters reported on. Accordingly, management and, where appropriate, those charged with governance understands that other written reports, if applicable, are prepared solely for the use of management and those with oversight responsibility for the financial reporting process and are not intended for any other purpose. Management and, where appropriate, those charged with governance agrees and understands that such other written reports are not to be distributed to others outside University of Regina Alumni Association without Virtus Group LLP's prior written consent.

**Working Papers**

Our working papers will contain sufficient documentation to support the work performed and to provide evidence to support the content of our report in accordance with professional standards.

All working papers, files and other internal materials created or produced by Virtus Group LLP during the engagement and all copyright and intellectual property rights in our working papers are the property of Virtus Group LLP.

**File Inspections**

In accordance with professional regulations and by our Firm's policy, our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

### **Termination**

If we elect to terminate our services for nonpayment or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all of our out-of-pocket costs, through to the date of termination.

### **Indemnity**

University of Regina Alumni Association hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm, and its partners, agents or employees, from and against any and all losses, costs (including solicitor's fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- The breach by University of Regina Alumni Association, or its directors, officers, agents, or employees, of any of the covenants made by University of Regina Alumni Association herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available by our Firm.
- The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our Firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your Association.

### **Proportionate Liability**

University of Regina Alumni Association and Virtus Group LLP acknowledge where the audit is conducted pursuant to a statute governing University of Regina Alumni Association that contains proportionate liability provisions that apply to an auditor, such as the Canada Business Corporations Act, the terms of the statute shall apply to this engagement. In the event that University of Regina Alumni Association and Virtus Group LLP are not subject to such statutory provisions regarding proportionate liability, University of Regina Alumni Association agrees that in any action, claim, loss or damage arising out of the engagement, Virtus Group LLP's liability will be several and not joint and several and University of Regina Alumni Association may only claim payment from Virtus Group LLP of Virtus Group LLP's proportionate share of the total liability based on the degree of fault of Virtus Group LLP as finally determined by a court of competent jurisdiction.

The above terms of our engagement will be effective from year to year until amended or terminated in writing.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us. We appreciate the opportunity to be of service to your Association.

Respectfully,

*Virtus Group LLP*

Chartered Professional Accountants  
VG/dll

The services and terms set out are as agreed.

University of Regina Alumni Association

|                              |                                        |
|------------------------------|----------------------------------------|
| <u>July 21/25</u><br>Date    | <u><i>[Signature]</i></u><br>President |
| <u>July 29, 2025</u><br>Date | <u><i>[Signature]</i></u><br>Treasurer |

Appendix "A" - Sample Audit Report Format

Appendix "B" - Audit Planning Considerations

Appendix "C" - Financial Reporting and Audit Schedule

## **INDEPENDENT AUDITOR'S REPORT**

## **APPENDIX "A"**

### **To the Members**

### **University of Regina Alumni Association**

#### *Opinion*

We have audited the financial statements of **University of Regina Alumni Association**, which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2025, and its financial performance and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Saskatchewan, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

## **INDEPENDENT AUDITOR'S REPORT**

## **APPENDIX "A" continued**

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

[Date]  
Regina, Saskatchewan

[Signature]  
Chartered Professional Accountants

## AUDIT PLANNING CONSIDERATIONS

## APPENDIX "B"

Throughout the audit, we will consider the following in determining the nature, extent and timing of audit procedures.

1. Materiality recognizes that some items either individually or in total are important if the financial statements are to be presented fairly in accordance with Canadian accounting standards for not-for-profit organizations. A *material misstatement* is one significant enough to affect the decision of a reader with reasonable knowledge of business and economic activities. Misstatements arise from departures from fact, inappropriate estimates, and omissions of information in relation to the standard of Canadian accounting standards for not-for-profit organizations.

For determining materiality for planning purposes for the University of Regina Alumni Association we consider expenses to be the most appropriate basis.

We request concurrence of the Association's Board of Directors that materiality for planning purposes for the year ending March 31, 2025 be set at \$7,000, which may be adjusted based on the final year end figures.

2. Assurance provided by an audit is the level of confidence a user can derive from the audit that the financial statements are presented fairly. It is neither feasible nor cost effective for the auditor to look at all evidence supporting the amounts and disclosures in the financial statements, therefore, the auditor obtains *reasonable* but not absolute assurance. The auditor determines what, when, and how much to test on the basis of his professional judgement and expertise, with due regard to Canadian generally accepted auditing standards.

A high level of assurance (95% confidence) is planned in the audit of University of Regina Alumni Association.

3. Auditability assessment is a process by which the auditor assesses whether environmental, organizational and financial risks of the Association are below an acceptable level and whether normal audit efficiency is achievable.

We base our assessment of auditability on an evaluation of the Association's business risks and the Association's responses with regard to those risks.

For the purposes of planning our audit, we have made a preliminary determination of the composite risk for University of Regina Alumni Association as low. This risk assessment may change as additional information becomes available to us during the course of our audit. Changes in our assessment of risk will be discussed with management and the board of directors.

4. Inherent and control risks are functions of the entity and are affected by the nature of its business as well as its economic and control environments. We must assess whether a material misstatement could occur in the first place (inherent risk), and if it does occur, would be prevented or detected by your internal controls (control risk). Our assurance model considers these risks on each major account or class of transactions.

We base our assessments on:

- (a) our knowledge of the Association's business,
- (b) control environment review, and
- (c) system control review and testing.

**FINANCIAL REPORTING AND AUDIT SCHEDULE**

**APPENDIX "C"**

| <b><u>FUNCTION</u></b>                                 | <b><u>RESPONSIBILITY</u></b> |                                    |
|--------------------------------------------------------|------------------------------|------------------------------------|
|                                                        | <b><u>CLIENT</u></b>         | <b><u>VIRTUS<br/>GROUP LLP</u></b> |
|                                                        | (on or before)               |                                    |
| <b><u>Planning</u></b>                                 |                              |                                    |
| - Audit plan overview prepared.                        |                              | 4/11/2025                          |
| - Letter of engagement signed.                         | 4/30/2025                    |                                    |
| - Year end requirements memo sent.                     |                              | 4/7/2025                           |
| <b><u>Financial Statements and Audit</u></b>           |                              |                                    |
| - Year end audit information provided to Virtus Group. | 5/15/2025                    |                                    |
| - Year end audit commences.                            |                              | 5/15/2025                          |
| - Draft financial statements completed.                |                              | 7/10/2025                          |
| <b><u>Reporting</u></b>                                |                              |                                    |
| - Draft report to management issued.                   |                              | 7/10/2025                          |
| - Final report to management issued.                   |                              | 7/24/2025                          |