Accola
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1884 Randolph Avenue, Saint Paul, MN 55105

Date: 10/25/02024

Kristin Schmidt

Clifton Larson Allen

220 6th Street Suite 300

Minneapolis, MN 55402

Dear Kristin,

We sincerely appreciate your recent communication regarding the Internal Control Letter. It is important to us that we address your concerns and provide the necessary information or solutions. After thoroughly reviewing your concerns, we have identified the following actions to resolve the issues:

- Material Audit Adjustment

Accola (Formerly CSJ Ministries, Inc) recognizes the unique pledge was outside the standard transactions for the previously structured organization, and therefore recorded incorrectly. Moving forward, Accola (Formerly CSJ Ministries, Inc) has opted to transition to an in-house finance team, including leveraging the expertise of non-profit fund accounting professionals with experience in the type of funding and transactions that Accola (Formerly CSJ Ministries, Inc) anticipates receiving in the future. The transition will ensure compliance with FASB financial standards and incorporate GAAP. The new accounting system for Accola (Formerly CSJ Ministries, Inc) has recorded this pledge properly and has a procedure for recording the gifts in future years.

- Information Technology Policies

Accola (Formerly CSJ Ministries, Inc) has contracted with a Managed Services Provider, Brave North, to assist with the growing IT needs of the organization. Our Master service Agreement with Brave North outlines issues such as incident response, backup, recovery, and security procedures. We will leverage this MSP relationship to address any remaining gaps in existing IT policies and procedures, and to ensure proper security levels.

- Bank Reconciliation and Journal Entry Review

Accola (Formerly CSJ Ministries, Inc) has already implemented changes due to the transition to an in-house finance department. An internal controls audit will be conducted every year, in May, to identify ongoing separation of duties and additional controls issues.

Our internal policy and procedure manual has been updated to include a separation of duties policy that outlines the roles and responsibilities of the finance team and leaders related to the finance functions. Additionally, a month-end close schedule has been developed and incorporates separation of duties for major areas, including bank reconciliation, AP, receivables, journal entries, etc.

We are committed to ensuring compliance, transparency, and adherence to best practices in all aspects of our operations. Your audit report has been instrumental in identifying areas where improvements can be made, and we are dedicated to implementing these improvements promptly.

Additionally, we would like to thank your audit team for providing valuable insights and recommendations throughout the audit process. We believe that their expertise and guidance will contribute significantly to our organization's ongoing growth and success.

Sincerely,

Matt Halley

President

Accola (Formerly CSJ Ministries, Inc)