



Memorandum – Internal Auditor

To: Iftikhar Ahmad, President and CEO
From: Doug Dansereau, Internal Auditor
Date: April 7, 2026
Subject: Encore Fire Protection – Contract Audit January 1, 2025 – December 31, 2025

Internal audit recently conducted an audit of Encore Fire Protection that provides fire protection services to RIAC's buildings and property for the period January 1, 2025 - December 31, 2025. The primary purpose was to confirm that invoices are being submitted as required with adequate support and documentation as necessary. There were many fire protection tasks to be completed such as inspect fire alarms and test sprinklers, as well as respond to emergency calls which were well documented on the invoices.

Audit Results

The audit revealed that Encore Fire Protection is submitting invoices in a timely manner each month and contains an adequate description of the services performed. There are no recommendations by Internal Audit regarding this contract.