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March 16, 2020

RE: Action plan as related Coronavirus (COVID-19)

Richards & Associates, CPAs, cares about the wellness of our associates, clients, and their members, especially amid concerns about the spread of the Coronavirus (COVID-19). We are closely monitoring daily developments and, as an organization, have raised awareness and education among our employees on the best practices to prevent the spread of this disease, as outlined by the Centers for Disease Control and Prevention (CDC).

As a response to limiting the exposure to Coronavirus, we are temporarily restricting all onsite fieldwork and meetings. Effective March 16, 2020, we are suspending all onsite contacts. We will reevaluate this action on an ongoing basis.

Of course, some audit procedures must be performed onsite due to security and we will be postponing that portion of the audit until the national and state emergency has been lifted. Consequently, we are in contact with the federal and state credit union regulators regarding possible extension of report due dates. Both agencies have indicated cooperation, due to the unprecedented circumstances.

Our team will not be requesting any confidential member information remotely. We will be working primarily with financial statements and non-confidential information via our secure, cloud-based storage partner, FilesAnywhere. See [FilesAnywhere Security Overview](#).

Our priority will be keeping our employees safe and well-informed, while doing what we can to help minimize potential spread of the Coronavirus. We will routinely monitor the news from the U.S. Department of Health and Human Services, the CDC, and the Federal Financial Institutions Examination Council (FFIEC). See [FFIEC Interagency Statement on Pandemic Planning](#).

Richards & Associates remains committed to the wellness of our team, as well as our clients. Clearly, our clients are experiencing extraordinary challenges during this time and we want to do whatever we can to minimize additional disruption to their operations.