October 31, 2013

To the Board of Trustees of
West Shore Community College
Scottville, Michigan

We have audited the financial statements of West Shore Community College (the “College”) as of and for the year ended June 30, 2013, and have issued our report thereon dated October 31, 2013. Professional standards require that we advise you of the following matters related to our audit.

**Our Responsibility in Relation to the Financial Statement Audit and OMB Circular A-133**

As communicated in our engagement letter dated June 4, 2013, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not the purpose of expressing an opinion on the effectiveness of the of the College's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the College’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the College’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the College’s compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the College’s compliance with those requirements.
We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding other matters noted during our audit in Attachment A to this letter.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in our engagement letter and in our meeting about planning matters on June 6, 2013.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the College’s Significant Accounting Practices

Significant Accounting Practices

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the College is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year, the College adopted Statement of Governmental Accounting Standards (GASB Statement) No. 61, The Financial Reporting Entity: Omnibus, No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position and No. 65, Items Previously Reported as Assets and Liabilities. Accordingly, the West Shore Community College Foundation continues to be a discretely presented component unit of the College. The format of the financial statements changed slightly as well as a change from the term “net assets” to “net position.” The adoption of GASB Statement No. 65 had not impact on fiscal year 2013. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgment. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting
estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Management’s estimate of the allowance for uncollectible receivable balances is based on past experience and future expectation for collection of various account balances.

- Management’s estimate of insurance claims incurred but not reported is based on information provided by the College’s third party administrators and subsequent claims activity.

- Management’s estimate of the other post-retirement benefit liability is based on a calculation performed by the College and related assumptions.

We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

**Significant Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

Attachment B summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.

We identified one misstatement as a result of our audit procedures which we brought to the attention of, and was corrected by, management. The entry was to accrue interest income on certificates of deposit for $20,000.

**Upcoming Changes in Accounting Standards**

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment C to this letter contains a brief overview of recent pronouncements of the GASB and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.
Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the College's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain representations from management, which are included in the attached letter dated October 31, 2013.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the College, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the College's auditors.

This report is intended solely for the information and use of the governing body and management of West Shore Community College and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

[Signature]

Rehmann Robins LLC
During our audit, we became aware of certain other matters that are opportunities for strengthening internal control and/or improving operating efficiency. This memorandum summarizes our comments and recommendations regarding those matters. Our consideration of the College’s internal control over financial reporting is described in our report, dated October 31, 2013, issued in accordance with Government Auditing Standards. This memorandum does not affect that report or our report dated October 31, 2013, on the financial statements of West Shore Community College.

During our audit, specifically through the interviews that were conducted, we noted the following control deficiencies:

**Information Technology**

The process for administration of Jenzabar to grant and remove access upon employee hiring and termination is heavily reliant upon informal access authorizations through e-mail and other communications and a formal, documented periodic access review is not performed by a non-administrator. We recommend that a documented periodic access review be performed for the Jenzabar system by a non-administrator. We also recommend that established user access and elimination procedures be consistently followed.

**Accounts Payable Reconciliation**

During our review of the cash disbursement process, we noted no evidence of review of the accounts payable reconciliation of the general ledger to the check register. We recommend that an individual independent from the accounts payable process perform this review.

**Payroll**

During our review of the payroll process, we noted the payroll manager has access to enter new employees into Jenzabar, override supervisor approval of timecards, process payroll transactions and prepares payroll checks/disbursements. We also noted that review of the pay rate changes is not being conducted by someone outside the payroll department. While many of these areas have been corrected as a result of the staffing change in fiscal year 2014, we recommend that management evaluate the segregation of duties and review processes surrounding payroll transactions.

**Capital Assets**

During our review of capital assets held for use, we noted several instances where assets being depreciated during 2013 were no longer owned by the College. We also noted instances where the original estimated useful lives were set in excess of industry norms. We recommend that management perform a review of the capital asset listing and remove assets which are no longer held for use by the College. Additionally, we recommend that management review the disposal process and ensure proper accounting and removal of these items upon sale or disposal. Management should also consider evaluating the separate processes for tracking capital assets and tracking non-capital College property.

**IBNR Accrual Analysis**

During our review of the accrued liability related to health insurance claims, we noted management does not perform an analysis of potential incurred but not reported (IBNR) claims to be accrued at year-end. We recommend that management independently perform this analysis to determine if the amount is material and should be recorded.
## West Shore Community College
### Attachment B - Unadjusted Differences
#### For the Year Ended June 30, 2013

<table>
<thead>
<tr>
<th>AJE #</th>
<th>Description</th>
<th>Debit (Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Assets</td>
</tr>
<tr>
<td>1</td>
<td>Accrued expenses</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Health Insurance expense</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>--To accrue for actual medical claims incurred on or before June 30, 2013</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Inventory</td>
<td>90,000</td>
</tr>
<tr>
<td></td>
<td>Accounts Payable</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>--Accounts Payable did not include the June 2013 invoice for inventory purchased by the College.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Accrued Separation Recognition Program</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Separation Recognition Program Expense</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>--To record the present value of the Accrued Separation Recognition Program.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Accumulated Depreciation</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>Capital Assets</td>
<td>(40,000)</td>
</tr>
<tr>
<td></td>
<td>--To write off unowned or unused assets.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bad Debt Expense</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Allowance for Doubtful Accounts</td>
<td>(50,000)</td>
</tr>
<tr>
<td></td>
<td>--To increase reserve for receivables at collections.</td>
<td></td>
</tr>
</tbody>
</table>

Total adjustments passed                                                                 | 40,000| (120,000) | -          | -        | 80,000   |
Current year effect of prior year adjustments passed                                         | -     | -         | -          | -        | 53,000   |
Net adjustments passed - current year                                                                 | 40,000| (120,000) | -          | -        | 133,000  |
Total financial statement base (i.e. assets, liab., net assets and change in net assets)      | $ 42,977,616| $ (2,284,429)| $ (40,693,187)| $ (17,540,693)| $ 16,447,955 |
Net adjustments passed as a % of base                                                          | 0.09%| 25.00%| 0.00%| 0.00%| 80.00%
The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the College in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the College. For the complete text of these and other GASB standards, visit www.gasb.org and click on the “pronouncements” tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

**GASB 66 ▪ 2012 Technical Corrections (an Amendment to GASB 10 and GASB 62)**
*Effective 12/15/2013 (your FY 2014)*

This standard was issued to eliminate conflicting guidance that resulted from the issuance of GASB 54 and GASB 62, which are both already effective. GASB 10 was amended to allow for risk financing activities to be accounted for in whichever fund type is most applicable (no longer limited to the general fund or an internal service fund). GASB 62 was amended to modify specific guidance related to (1) operating leases with scheduled rent increases, (2) purchase of loans at an amount other than the principal amount, and (3) service fees related to mortgages that are sold when the service rate varies significantly from the current (normal) service fees.

We do not expect GASB 66 to have any significant impact on the College at this time.

**GASB 67 ▪ Financial Reporting for Pension Plans**
*Effective 06/15/2014 (your FY 2014)*

This standard establishes the requirements for pension plans administered by trusts to report on their operations, including setting new uniform requirements for actuarial valuations of the total pension liability, and reporting various 10-year trend data as required supplementary information. The financial statements of pension plans will not change substantially as a result of GASB 67, though the additional note disclosures and required supplementary information will be significant. Additionally, actuarially valuations conducted in accordance with GASB 67 will have to match the government’s fiscal year, or be rolled forward to that date by the actuary.

Because the College does not maintain its own pension trust fund, we do not expect GASB 67 to have any significant impact on the College at this time.

**GASB 68 ▪ Accounting and Financial Reporting for Pensions**
*Effective 06/15/2015 (your FY 2015)*

This standard establishes new requirements for governments to report a “net pension liability” for the unfunded portion of its pension plan. Governments that maintain their own pension plans (either single employer or agent multiple-employer) will report a liability for the difference between the total pension liability calculated in accordance with GASB 67 and the amount held in the pension trust fund. Governments that participate in a cost sharing plan will report a liability for their “proportionate share” of the net pension liability of the entire system.

Historically, governments have only been required to report a net pension obligation to the extent that they have not met the annual required contribution (ARC) in any given year. Upon implementation of this standard, governments will be required to report a net pension liability based on the current funded status of their pension plans. This liability would be limited to the government-wide financial statements and proprietary funds. Changes in this liability from year to year will largely be reflected on the income statement, though certain amounts will be deferred and amortized over varying periods.
GASB 68 also requires more extensive note disclosures and required supplementary information, including 10 years of historical information. The methods used to determine the discount rate (the assumed rate of return on plan assets held in trust) are mandated and must be disclosed, along with what the impact would be on the net pension liability if that rate changed by 1% in either direction. Other new disclosure requirements include details of the changes in the components of the net pension liability, comparisons of actual employer contributions to actuarially determined contributions, and ratios to put the net pension liability in context. For single-employer and agent multiple-employer plans, the information for these statements will come from the annual actuarial valuation. For cost sharing plans, this information will be derived from the financial reports of the plan itself, multiplied by the government’s proportionate share of plan.

GASB 67 and 68 are only applicable to pension plans. However, the GASB has announced its intent to issue similar standards for other postemployment benefits (e.g., retiree healthcare) on a two year delay from these standards. Due to the position with MPSERS, the College may be impacted.

**GASB 69 ■ Government Combinations and Disposals of Government Operations**
*Effective 12/15/2014 (your FY 2014)*

This standard provides detailed requirements for the accounting and disclosure of various types of government combinations, such as mergers, acquisitions, and transfers of operations. The guidance available previously was limited to nongovernmental entities, and therefore did not provide practical examples for situations common in government-specific combinations and disposals. The accounting and disclosure requirements for these events vary based on whether a significant payment is made, the continuation or termination of services, and the legal structure of the new or continuing entity.

Given the infrequent nature of these types of events, we do not expect this standard to have any impact on the College at this time.

**GASB 70 ■ Nonexchange Financial Guarantees**
*Effective 06/15/2014 (your FY 2014)*

This standard addresses the accounting and disclosure of situations in which one government offers a financial guarantee on behalf of another government, not-for-profit organization, private entity, or individual without directly receiving equal or approximately equal value in exchange (a nonexchange transaction). A government that extends a nonexchange financial guarantee will be required to recognize a liability when qualitative factors and/or historical data indicate that it is “more likely than not” that the government will be required to make a payment on the guarantee. It further requires governments to disclose any outstanding financial guarantees in the notes to the financial statements.

Management will evaluate the potential impact that GASB 70 has on the College.

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October 31, 2013

Rehmann Robson
2330 East Paris Ave SE
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the business-type activities, the discretely presented component unit of West Shore Community College, which comprise the statement of net position as of June 30, 2013 and 2012, and the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of October 31, 2013:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 4, 2013, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
2. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions used by us in making accounting estimates are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

8. The effects of uncorrected misstatements summarized in the attached schedule and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the applicable opinion units and to the financial statements as a whole.

9. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

10. With regard to items reported at fair value:
   a. The underlying assumptions are reasonable and they appropriately reflect management’s intent and ability to carry out its stated courses of action.
   b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
   c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
   d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

11. All component units are properly disclosed.

12. All components of net position classifications have been properly reported.

13. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

14. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.

15. All interfund and intra-entity transactions and balances have been properly classified and reported.

16. Special items and extraordinary items have been properly classified and reported.

17. Deposit and investment risks have been properly and fully disclosed.

18. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.

19. All required supplementary information is measured and presented within the prescribed guidelines.

20. We believe that the assumptions and methods used to measure other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Information Provided

21. We have provided you with:
   a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
   b. Additional information that you have requested from us for the purpose of the audit; and
   c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

22. All transactions have been recorded in the accounting records and are reflected in the financial statements.

23. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

24. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
   a. Management;
   b. Employees who have significant roles in internal control; or
c. Others where the fraud could have a material effect on the financial statements.

25. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity’s financial statements communicated by employees, former employees, vendors, regulators, or others.

26. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

27. We have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware.

28. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.

29. The College has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.

30. We have disclosed to you all guarantees, whether written or oral, under which the College is contingently liable.

31. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

32. There are no:
   a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
   b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.
   c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.

33. The College has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.

34. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

35. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB-62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

Supplementary Information in Relation to the Financial Statements as a Whole

36. With respect to the supplementary information accompanying the financial statements:
   a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America.
   b. We believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America.
   c. The methods of measurement or presentation have not changed from those used in the prior period.
   d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
Required Supplementary Information

37. With respect to the required supplementary information accompanying the financial statements:
   a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
   b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.
   c. The methods of measurement or presentation have not changed from those used in the prior period.
   d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

OMB Circular A-133

38. With respect to federal awards, we represent the following to you:
   a. We are responsible for understanding and complying with and have complied with the requirements of Circular A-133.
   b. We are responsible for the preparation and presentation of the schedule of expenditures of federal awards in accordance with Circular A-133.
   c. We believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with Circular A-133.
   d. The methods of measurement or presentation have not changed from those used in the prior period.
   e. We believe the significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
   f. We are responsible for including the auditor’s report on the schedule of expenditures of federal awards in any document that contains the schedule and that indicates that the auditor has reported on such information.
   g. When the schedule of expenditures of federal awards is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by the entity of the schedule of expenditures of federal awards and the auditor’s report thereon.
   h. We have, in accordance with Circular A-133, identified in the schedule of expenditures of federal awards, expenditures made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, food commodities, direct appropriations, and other assistance.
   i. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program; and we have complied, in all material respects, with these requirements.
   j. We have provided to you our interpretations of any compliance requirements that have varying interpretations.
k. We are responsible for establishing and maintaining effective internal control over compliance requirements applicable to federal programs that provide reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. Also, no changes have been made in the internal control system to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to significant deficiencies, including material weaknesses, reported in the schedule of findings and questioned costs.

l. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relating to federal programs.

m. We have received no requests from a federal agency to audit one or more specific programs as a major program.

n. We have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews. We also know of no instances of noncompliance occurring subsequent to the end of the period audited.

o. We have charged costs to federal awards in accordance with applicable cost principles, including amounts claimed or used for matching determined in accordance with relevant guidelines in the U.S. Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Tribal Governments, and the U.S. Office of Management and Budget’s, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

p. We have made available to you all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

q. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with the schedule of expenditures of federal awards).

r. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.

s. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

t. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor’s report.

u. We are responsible for the appropriate sections of the Data Collection Form as required by Circular A-133, and we are responsible for preparing and implementing a correction action plan for each audit finding.

v. We have disclosed all contracts or other agreements with service organizations and disclosed to you all communications from these service organizations relating to noncompliance at the organizations.

w. We have reviewed, approved, and taken responsibility for the financial statements and related notes.

x. We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
Dr. Charles Dillon, President

Scott Ward, VP of Administrative Services

Kristen Biggs, Senior Accountant

Julian Murphy, Director of Financial Aid