

_____, 2020

McGee, Hearne & Paiz, LLP
P.O. Box 1088
Cheyenne, Wyoming 82003

This representation letter is provided in connection with your audits of the basic financial statements of Laramie County Community College (the "College") as of and for the years ended June 30, 2020 and 2019 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of the date of this letter:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated June 5, 2020, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. 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.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related-party transactions, including those with Laramie County Community College Foundation and Laramie County Community College Building Authority, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
6. 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.
7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
8. We acknowledge our responsibility for the selection and application of accounting policies. In that regard, all accounting policies used by us during the year are deemed appropriate.

9. We believe that the actuarial assumptions and methods in the Wyoming Retirement System's Report used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
10. We believe that the actuarial assumptions and methods in the State of Wyoming Employee Group Insurance Retiree Health Plan Actuarial Valuation Report used to measure OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
11. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements have been properly disclosed.
12. Net position classifications have been properly recorded and disclosed within the basic financial statements.
13. We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, that is not disclosed in the financial statements.
14. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
15. We have informed you of all uncorrected misstatements. The uncorrected misstatements are included in the *Summary of Uncorrected Misstatements*, attached as Appendix A.

Information Provided

16. 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 such as records, documentation, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audits;
 - c. Unrestricted access to persons within the College from whom you determined it necessary to obtain audit evidence; and
 - d. Minutes of the meetings of the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
17. All transactions have been recorded in the accounting records and are reflected in the financial statements.
18. It is our responsibility to establish and maintain internal controls over financial reporting. One of the components of internal control is risk assessment. We hereby represent that our risk assessment process includes identification and assessment of risks of material misstatement due to fraud. We have shared with you our fraud risk assessment, including a description of the risks, our assessment of the magnitude and likelihood of misstatements arising from those risks, and the controls that we have designed and implemented in response to those risks.
19. We have no knowledge of allegations of fraud or suspected fraud affecting the College's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.

20. We have no knowledge of any allegations of fraud or suspected fraud affecting the College's financial statements received in communications from employees, former employees, analysts, regulators, short sellers or others.
21. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
22. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
23. We have disclosed to you the identity of the College's related parties and all the related-party relationships and transactions of which we are aware.
24. We have informed you of all significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the College's ability to record, process, summarize, and report financial data.
25. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
26. We believe that the information obtained from the audited financial statements of and other participant information provided by the Wyoming Retirement System (the "Plan") is appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the Plan or its auditor in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the Plan or its auditor.
27. We believe that the information obtained from the State of Wyoming Employee Group Insurance Retiree Health Plan (the "Plan") actuarial valuation report is appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the Plan or their actuary in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the Plan or its actuary.
28. During the course of your audits, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

29. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. There are no significant assumptions or interpretations regarding the measurement or presentation of such information.
 - e. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

30. With respect to Management's Discussion and Analysis, the Schedule of the College's Proportionate Share of the Net Pension Liability, the Schedule of the College's Contributions, the Schedule of the College's Proportionate Share of the Total OPEB Liability, and Notes to Required Supplementary Information presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:
 - a. We acknowledge our responsibility for the presentation of such required supplementary information.
 - b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. There are no significant assumptions or interpretations regarding the measurement or presentation of such information.
31. We are in agreement with the adjusting journal entries that you have identified through your audit procedures. The adjustments to the original trial balance presented for audit are included in the *Summary of Recorded Adjustments*, attached as Appendix B.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

32. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
33. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the College.
34. Has identified and disclosed to the auditor that there were no instances that have occurred, or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, or other instances that warrant the attention of those charged with governance.
35. Has identified and disclosed to the auditor that there were no instances that have occurred, or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts.
36. Has identified and disclosed to the auditor that there were no instances that have occurred, or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements.
37. Is responsible 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.
38. Acknowledges its responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud.
39. Has identified for the auditor all previous audits, attestation engagements and other studies related to the audit objectives.

40. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor as described in the arrangement letter, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of Federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

41. Management is responsible for complying, and has complied, with the requirements of the Uniform Guidance.
42. Management is responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its Federal programs.
43. Management is responsible for establishing and maintaining, and has established and maintained, effective internal control over compliance for Federal programs that provides reasonable assurance that the College is managing Federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its Federal programs.
44. Management is responsible for the preparation of the Schedule of Expenditures of Federal Awards, acknowledges and understands its responsibility for the presentation of the Schedule of Expenditures of Federal Awards in accordance with the Uniform Guidance; believes the Schedule of Expenditures of Federal Awards including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes have been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards.
45. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.
46. Management has identified and disclosed to the auditor the requirements of Federal statutes, regulations, and the terms and conditions of Federal awards that are considered to have a direct and material effect on each major program.
47. Management has made available all Federal awards (including amendments, if any) and any other correspondence relevant to Federal programs and related activities that have taken place with Federal agencies or pass-through entities.
48. Management has identified and disclosed to the auditor that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of Federal awards.
49. Management believes that the College has complied with the direct and material compliance requirements.
50. Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to Federal program financial reports and claims for advances and reimbursements.

51. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.
52. Management has disclosed to the auditor that there were no communications from Federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
53. Management has disclosed to the auditor that there were no findings received or 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.
54. Management is not aware of any known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report.
55. Management is not aware of any changes in internal control over compliance or other factors that might significantly affect internal control that have occurred subsequent to the period covered by the auditor's report.
56. 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.
57. The copies of Federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the Federal agency or pass-through entity, as applicable.
58. Management has charged costs to Federal awards in accordance with applicable cost principles.
59. The reporting package does not contain protected personally identifiable information.
60. Management has accurately completed the appropriate sections of the data collection form.

LARAMIE COUNTY COMMUNITY COLLEGE

Nola Rocha
Comptroller

Rick Johnson
Vice President of Administration and Finance

APPENDIX A

LARAMIE COUNTY COMMUNITY COLLEGE

Summary of Uncorrected Misstatements As of and For the Year Ended June 30, 2020

Management believes that the effects of the uncorrected misstatements aggregated by you and summarized below are immaterial, both individually and in the aggregate, to the basic financial statements. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in 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.

Description	Increase (Decrease) Assets	(Increase) Decrease			Increase (Decrease) Expenses
		Liabilities	Net Position	Revenue	
<i>Reversed opening equity misstatement:</i>					
To properly state the allowance for doubtful accounts	\$ -	\$ -	\$ 250,000	\$ -	\$ (250,000)
<i>Current year misstatements:</i>					
To properly state the allowance for doubtful accounts	(250,000)	-	-	-	250,000
To correct overstatement of auxiliary enterprise charges	-	-	(81,283)	81,283	-
	<u>\$ (250,000)</u>	<u>\$ -</u>	<u>\$ 168,717</u>	<u>\$ 81,283</u>	<u>\$ -</u>

APPENDIX B

LARAMIE COUNTY COMMUNITY COLLEGE

Summary of Recorded Adjustments June 30, 2020

Number	Name	Account Number	Debit	Credit
1	State Challenge Grant : Challenge Endow/In	40-410-810100-1218 GF01	\$ 150,008	
	State Challenge Grant : Investment Income	40-410-810100-7410 GF01		892,706
	State Challenge Grant : Tuition - Academic	40-410-810100-9610 GF01	742,698	
	Provided by Client:			
	To adjust the Endowment Fund.		\$ 892,706	\$ 892,706
2	General : Fund Balance	60-410-000000-5000 GF01	\$ 890	
	Collegiate Music (SAFAC) : Expense: Miscellaneous	60-410-450217-9770 GF01		890
	Immaterial adjustment to roll equity.		\$ 890	\$ 890
3	General : Library Resource Materials	70-410-000000-2104 GF01		\$ 199,165
	General : Library Resource Mat, Accumulated Depreciation	70-410-000000-2129 GF01	173,523	
	General : Loss on Disposed Asset	70-410-000000-9971 GF01	25,642	
	Provided by Client:			
	To write off library materials.		\$ 199,165	\$ 199,165
4	General : Outflow OPEB	19-410-000000-2901 GF01		\$ 455,321
	General : OPEB liability	19-410-000000-4501 GF01	1,671,389	
	General : Inflow OPEB	19-410-000000-4601 GF01		2,285,677
	Float : Retirement	19-410-119803-8610 GF01	513,413	
	Float : Retirement	19-410-310115-8610 GF01	10,696	
	Float : Retirement	19-410-460115-8610 GF01	149,745	
	Float : Retirement	19-410-510104-8610 GF01	106,961	
	Float : Retirement	19-410-630803-8610 GF01	171,138	
	Float : Retirement	19-410-710103-8610 GF01	85,569	
	Float : Retirement	19-410-916000-8610 GF01	32,087	
	Provided By Client:			
	To allocate OPEB expense.		\$ 2,740,998	\$ 2,740,998

Continued

Appendix B, Continued

Number	Name	Account Number	Debit	Credit
5	General : Current Fund Building Accumulated Depreciation	70-410-000000-2290 GF01		\$ 1,644
	General : Current Fund Building Depreciation	70-410-000000-9960 GF01	1,644	
	Provided by Client:			
	To record depreciation expense related the crossroads.		\$ 1,644	\$ 1,644
6	General : Fund Balance	19-410-000000-5000 GF01	\$ 213,932	
	Float : Retirement	19-410-119803-8610 GF01		213,932
	To roll equity.		\$ 213,932	\$ 213,932
7	General : Operating Trans: Building/Site/Infr	70-410-000000-7902 GF01	\$ 789,079	
	Student CCC Fees : CCC Building 73/82/2006	70-410-520301-2209 GF01		789,079
	To adjust buildings.		\$ 789,079	\$ 789,079
8	General : Cash: ANB 135798 (Gen)	12-410-000000-1101 GF01	\$ 353,152	
	Resident Halls : Operating Transfer Out	12-410-912001-9795 GF01		353,152
	General : Cash: ANB 135798 (Gen)	20-410-000000-1101 GF01		353,152
	COVID Accounts Receivable	20-410-630350-1334 GF01	353,152	
	COVID 19 Federal Income	20-410-630350-6500 GF01		353,152
	COVID Transfer	20-410-630350-9795 GF01	353,152	
	Provided by Client:			
	To recognize the institutional piece of the CARES grants.		\$ 1,059,456	\$ 1,059,456