



_____, 2023

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, 2023 and 2022, 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 Engagement Letter dated August 2, 2023, 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 controls to prevent and detect fraud.
4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve the recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, 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 relationships and transactions 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. Types of related-party transactions engaged in by the College include:
 - a. Those with component units for which the College is accountable.
 - b. Interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements and guarantees.
6. The College followed its established accounting policy regarding which resources (restricted or unrestricted) are considered to be spent first for expenditures for which more than one resource classification is available.

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 all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
9. Management has followed applicable laws and regulations in adopting, approving and amending budgets.
10. Risk disclosures associated with deposit and investment securities transactions are presented in accordance with Governmental Accounting Standards Board (GASB) requirements.
11. Capital assets, including infrastructure, and intangible assets, are properly capitalized, reported and, if applicable, depreciated.
12. Components of net position (net investment in capital assets, restricted, and unrestricted) are properly classified and, if applicable, approved.
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 laws, regulations, and provisions of contracts and grant agreements that would have a material effect on the financial statements in the event of noncompliance.
15. We have reviewed the GASB statements effective for the year ended June 30, 2023 and concluded that the implementation of the following statements did not have a material impact on the basic financial statements.
 - a. GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
 - b. GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*
16. We have informed you of all uncorrected misstatements. The uncorrected misstatements are included in the *Summary of Uncorrected Misstatements* attached as Appendix A.

In addition to the misstatements attached as Appendix A, we believe that the disclosures required by GASB Statement No. 96 (i.e., omitted, incomplete and/or inaccurate disclosures) are immaterial to the financial statements taken as a whole.

17. If we request an unsecured electronic copy of the Independent Auditor's Report and basic financial statements (Financial and Compliance Report), we agree that the Financial and Compliance Report will not be modified in any manner.

Information Provided

18. 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 basic 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.
 - d. Minutes of the meetings of directors and committees of directors, the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
19. All transactions have been recorded in the accounting records and are reflected in the basic financial statements.
20. It is our responsibility to establish and maintain internal control over financial reporting. One of the components of an entity's system of internal control is risk assessment. We hereby represent that our risk assessment process includes the 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.
21. We have no knowledge of allegations of fraud or suspected fraud affecting the College's basic 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 basic financial statements.
22. We have no knowledge of any allegations of fraud or suspected fraud affecting the College's basic financial statements received in communications from employees, former employees, analysts, regulators, or others.
23. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
24. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
25. We have disclosed to you the identity of all of the College's related parties and all of the related-party relationships and transactions of which we are aware.
26. We have informed you of all deficiencies in internal control over financial reporting, including significant deficiencies or 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.
27. We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
28. We believe that the information obtained from the audited financial statements of the Wyoming Retirement System (WRS) and other participant information provided by the WRS is appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to the WRS 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 WRS or its auditor.

29. We believe that the information obtained from the State of Wyoming Employee Group Insurance (EGI) Retiree Health Plan actuarial valuation report provided by EGI is appropriate in the circumstances. We did not give instructions, or cause any instructions to be given, to EGI or its 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 EGI or its actuary.
30. We are in agreement with the adjusting journal entries that you have identified through your audit procedures, and they have been posted to the College's accounts. The adjustments to the original trial balance presented for audit are included in the *Summary of Recorded Adjustments*. These adjustments are attached as Appendix B.
31. 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

32. With respect to the supplementary information presented in relation to the basic 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 and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
 - 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 basic financial statements, we will make the audited basic 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.
33. 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 the Notes to Required Supplementary Information presented as required by the GASB to supplement the 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.

Compliance Considerations

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

34. Management is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
35. Management is responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to the College.
36. Management is not aware of any instances of identified and suspected fraud and noncompliance with laws, regulations, and provisions of contracts and grant agreements that have a material effect on the financial statements.
37. Management 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. Management acknowledges its responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.
39. Management has taken timely and appropriate steps to remedy identified or suspected noncompliance with laws, regulations, and provisions of contracts and grant agreements that the auditor reports.
40. Management has a process to track the status of audit findings and recommendations.
41. Management has identified for the auditor all previous audits, attestation engagements and other studies related to the objectives of the audit.
42. Management is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.
43. Management has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report.
44. Management acknowledges its responsibilities as it relates to non-audit services performed by the auditor as described in the Engagement Letter, including that it assumes all management responsibilities; oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; evaluates the adequacy and results of the services performed; and 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 Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm that:

45. Management is responsible for complying, and has complied, with the requirements of the Uniform Guidance.
46. Management is responsible for understanding and complying with the requirements of laws, regulations, and provisions of contracts and grant agreements related to each of its Federal programs.

47. Management is responsible for the design, implementation and maintenance of, and has designed, implemented, 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 awards that could have a material effect on its Federal programs.
48. Management is responsible for the preparation of the Schedule of Expenditures of Federal Awards (SEFA); acknowledges and understands its responsibility for the presentation of the SEFA in accordance with the Uniform Guidance; believes the SEFA, 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 SEFA.
49. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.
50. 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.
51. 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.
52. Management has identified and disclosed to the auditor that there were no amounts questioned and all known noncompliance with the direct and material compliance requirements of Federal awards.
53. Management believes that the College has complied with the direct and material compliance requirements, except for noncompliance that it has disclosed to the auditor.
54. 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.
55. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.
56. 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.
57. Management has disclosed to the auditor all 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.
58. Management is responsible for taking corrective action on audit findings of the compliance audit and has developed a corrective action plan that meets the requirements of the Uniform Guidance.

59. Management has received no information on the status of the follow-up on prior audit findings by Federal awarding agencies and pass-through entities, including all management decisions.
60. There are no 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.
61. 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.
62. Management is not aware of any changes in internal control over compliance or other factors that might significantly affect the College's system of internal control that have occurred subsequent to the period covered by the auditor's report.
63. 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.
64. 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.
65. Management has charged costs to Federal awards in accordance with applicable cost principles.
66. We assert that the College did not experience any mandatory or discretionary triggering events related to the calculation of its financial ratios.
67. Management is responsible for, and has accurately prepared, the Summary Schedule of Prior Audit Findings to include all findings required to be included by the Uniform Guidance.
68. The reporting package does not contain protected personally identifiable information.
69. 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, 2023

We believe that the effects of the uncorrected misstatements aggregated by you and summarized below are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. 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.

	Increase (Decrease) Assets	(Increase) Decrease Beginning Liabilities Net Position Revenue			(Decrease) Increase Expenses
Prior-Year Misstatements:					
<i>Known Errors:</i>					
To adjust for RAC expenses that should have been recorded in accounts payable in the previous fiscal year.	\$ -	\$ -	\$ 60,000	\$ -	\$ (60,000)
To record right-of-use asset and lease liability.	180,511	(180,511)	-	-	-
To properly state the allowance for doubtful accounts.	-	-	82,864	-	(82,864)
To adjust for fiscal year 2023 prepaid expenses paid in fiscal year 2022.	-	-	(140,000)	-	140,000
To adjust for fiscal year 2022 expenses that were not accrued in 2022.	-	-	96,977	-	(96,977)
Current-Year Misstatements:					
<i>Known Errors:</i>					
To correct for capitalized equipment purchased and expensed in fiscal year 2022 but not transferred to fixed assets until fiscal year 2023.	-	-	(203,785)	-	203,785
To increase the allowance for doubtful accounts.	(104,928)	-	-	-	104,928
To recognize cash received during the year for services rendered in fiscal year 2024.	75,739	(75,739)	-	-	-
To recognize the net change in right-of-use asset and lease liability for leases due to amortization, offset by additions.	(94,454)	94,454	-	-	-
To recognize the subscription asset and liability for SBITAs.	463,669	(463,669)	-	-	-
	<u>\$ 520,537</u>	<u>\$ (625,465)</u>	<u>\$ (103,944)</u>	<u>\$ -</u>	<u>\$ 208,872</u>

APPENDIX B

LARAMIE COUNTY COMMUNITY COLLEGE

**Summary of Recorded Adjustments
June 30, 2023**

Number	Name	Account Number	Debit	Credit
1	General : Fund Balance	10-410-000000-5000 GF01		\$ 112
	Student Accommodations : Supplies - Educat	10-410-460108-9110 GF01	112	
	Provided by Client: To properly roll equity in the current year.		\$ 112	\$ 112
2	General : Uncollected Tax Held by County	10-410-000000-1321 GF01	\$ 267,073	
	General : Mill Levy	10-410-000000-6410 GF01		267,073
	General : Uncollected Tax Held by County	11-410-000000-1321 GF01	66,768	
	General : Mill Levy	11-410-000000-6410 GF01		66,768
	General : Uncollected Tax Held by County	77-410-000000-1321 GF01		3,710
	2014 Bond - Co Treasurer Trust : Tax Held by	77-410-781405-1320 GF01	655	
	2014 Bond - Co Treasurer Trust : Uncollected	77-410-781405-1321 GF01	52,131	
	2014 Bond - Co Treasurer Trust : Mill Levy	77-410-781405-6410 GF01		49,076
	Provided by Client: To properly recognize property tax receivable in the current year.		\$ 386,627	\$ 386,627
3	General : Property Tax Receivable	10-410-000000-1550 GF01		\$ 1,927,913
	General : Deferred Revenue	10-410-000000-3915 GF01		1,568,280
	General : Mill Levy	10-410-000000-6410 GF01	3,496,193	
	General : Property Tax Receivable	11-410-000000-1550 GF01		481,978
	General : Deferred Revenue	11-410-000000-3915 GF01		392,070
	General : Mill Levy	11-410-000000-6410 GF01	874,048	
	General : A/P Payable Control	19-410-000000-3100 GF01	409,241	
	General : Mill Levy	19-410-000000-6410 GF01		81,848
	General : Mill Levy	19-410-000000-6410 GF01		327,393
	Provided by Client: To recognize deferred property taxes for the one and four mill levies.		\$ 4,779,482	\$ 4,779,482
4	Fine Arts Mill Levy AP	74-410-760218-3100 GF01		\$ 874,048
	Performing Arts Complex : Mill Levy	74-410-760218-6410 GF01	874,048	
	Provided by Client: To recognize deferred property taxes for the fine arts mill levy.		\$ 874,048	\$ 874,048

Continued

Appendix B, Continued

Number	Name	Account Number	Debit	Credit
5	2014 Bond - Co Treasurer Trust : Property Ta	77-410-781405-1550 GF01		\$ 1,036,937
	2014 Bond - Co Treasurer Trust : Deferred Re	77-410-781405-3915 GF01		750,302
	2014 Bond - Co Treasurer Trust : Mill Levy	77-410-781405-6410 GF01	1,787,239	
	Provided by Client:			
	To recognize deferred property taxes for the debt service mill levy.			
			\$ 1,787,239	\$ 1,787,239
6	General : Deferred Revenue - Misc.	71-410-000000-3312 GF01		\$ 1,072,921
	General : Major Maintenance Appropriatio	71-410-000000-6341 GF01	1,072,921	
	Provided by Client:			
	To recognize deferred revenue from construction revenue.			
			\$ 1,072,921	\$ 1,072,921
7	State Receivable	74-410-000000-1328 GF01	\$ 896,804	
	RAC Remodel : State Appropriation - Building	74-410-760220-6313 GF01		896,804
	Provided by Client:			
	To record accounts payable that would be reimbursed for the RAC project.			
			\$ 896,804	\$ 896,804
8	General : Equipment - Federal Fund	70-410-000000-2106 GF01		\$ 365,474
	General : Operating Transfers : Equipment	70-410-000000-7901 GF01	365,474	
	To remove assets purchased in FY24 from FY23 fixed asset additions.			
			\$ 365,474	\$ 365,474
9	General : Property Tax Receivable	10-410-000000-1550 GF01	\$ 381,455	
	General : Deferred Revenue	10-410-000000-3915 GF01		381,455
	General : Property Tax Receivable	11-410-000000-1550 GF01	95,364	
	General : Deferred Revenue	11-410-000000-3915 GF01		95,364
	General : A/P Payable Control	19-410-000000-3100 GF01		409,241
	General : Mill Levy	19-410-000000-6410 GF01	409,241	
	2014 Bond - Co Treasurer Trust : Property Ta	77-410-781405-1550 GF01	83,920	
	2014 Bond - Co Treasurer Trust : Deferred Re	77-410-781405-3915 GF01	893,619	
	2014 Bond - Co Treasurer Trust : Deferred Re	77-410-781405-3915 GF01		83,920
	2014 Bond - Co Treasurer Trust : Mill Levy	77-410-781405-6410 GF01		893,619
	To update property tax balances.			
			\$ 1,863,599	\$ 1,863,599

Continued

Appendix B, Continued

Number	Name	Account Number	Debit	Credit
10	General : A/P Payable Control	19-410-000000-3100 GF01	\$ 206,317	
	Fine Arts Mill Levy AP	74-410-760218-3100 GF01		206,317
	2014 Bond - Co Treasurer Trust : Property Tax	77-410-781405-1550 GF01	206,317	
	2014 Bond - Co Treasurer Trust : Deferred Re	77-410-781405-3915 GF01		206,317
	To adjust property tax balances for the September true-up per the Laramie Country Treasurer's office.			
			\$ 412,634	\$ 412,634