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MANAGEMENT COMMUNICATIONS

ADAMS COUNTY, WISCONSIN

DECEMBER 31, 2013

ADAMS COUNTY, WISCONSIN
December 31, 2013

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To the County Board
Adams County, Wisconsin

We have completed our audit of the basic financial statements of Adams County, Wisconsin (the "County") for the year ended December 31, 2013. The County's financial statements, including our report thereon dated July 24, 2014, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with accounting principles generally accepted in the United States of America. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, noncompliance with the provisions of laws, regulations, contracts and grants or other illegal acts may exist and not be detected by us.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on major federal and state programs 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 and the *State Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the County'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 and the *State Single Audit Guidelines*, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" and the *State Single Audit Guidelines* applicable to each of its major federal and state programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.



Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the County as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented in the federal awards and state financial assistance report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the County's internal control to be significant deficiencies:

| | |
|------------------|--|
| Finding 2013-001 | Preparation of Annual Financial Report |
| Finding 2013-002 | Adjustments to the County's Financial Records |
| Finding 2013-003 | Adjustments to Capital Assets |
| Finding 2013-004 | Financial Reporting for Federal and State Financial Assistance |
| Finding 2013-005 | Comprehensive Community Services Cost Reporting |
| Finding 2013-006 | Comprehensive Community Services Case File |

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the County are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no significant transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's 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 significantly from those expected. The most sensitive estimates included in the financial statements were:

Management's estimate of the other post-employment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other post-employment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the liabilities for closure and long-term care of the solid waste landfill is based upon the analysis of estimated costs determined by the Wisconsin Department of Natural Resources and estimated landfill capacity used as of year-end. We evaluated the key factors and assumptions used to develop the liabilities in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

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. The financial statements reflect all accounting adjustments proposed during our audit. The adjustments included various end of year payable, receivable and reclassification entries. These entries are considered routine in nature and normally do not vary significantly from year to year. Copies of the audit adjustments are available from management.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 24, 2014. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to conducting the audit. These discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized in the comments and observations section of this report.

This communication, which does not affect our report dated July 24, 2014 on the financial statements of the County, is intended solely for the information and use of the County Board, management, and others within the County, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Handwritten signature in cursive script, appearing to read "Schorck SC".

Certified Public Accountants
Wausau, Wisconsin
July 24, 2014

SUMMARY FINANCIAL INFORMATION

1. Governmental Fund Balances

Presented below is a summary of the various County governmental fund balances on December 31, 2013, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2013 and for indicating financial resources available at the start of the 2014 budget year.

| | 2013 | 2012 |
|-----------------------------------|----------------------|----------------------|
| General Fund | | |
| Nonspendable | | |
| Prepaid items | \$ 512,754 | \$ 433,822 |
| Delinquent taxes | 1,715,777 | 1,998,388 |
| Restricted for | | |
| Social Security redaction project | 67,669 | 63,640 |
| Land information / records | 228,239 | 197,380 |
| Local culvert and bridge aid | 68,675 | 67,538 |
| Henning estate projects | 21,081 | 64,337 |
| Jail assessment | 68,278 | 62,758 |
| Committed | 1,392,886 | 1,404,266 |
| Assigned | 3,127,998 | 1,221,695 |
| Unassigned | 5,745,635 | 6,005,590 |
| Total General Fund | <u>12,948,992</u> | <u>11,519,414</u> |
| Special Revenue Funds | | |
| Nonspendable | | |
| Human Services | | |
| Inventories and prepaid items | 597 | 1,119 |
| Restricted for | | |
| CDBG EAP Projects | 7,593 | 476 |
| Economic development loans | 260,259 | 459,577 |
| Henning estate projects | 6,562 | 6,341 |
| Committed | | |
| Human Services | - | 9,448 |
| Assigned | | |
| Library | 70,084 | 53,081 |
| County Roads and Bridges | 345,083 | 335,124 |
| Human Services | 1,149,523 | 1,528,899 |
| Total Special Revenue Funds | <u>1,839,701</u> | <u>2,394,065</u> |
| Capital Project Funds | | |
| Restricted | | |
| Construction project | 1,112,334 | 248,517 |
| Communications system projects | 22,606 | 22,606 |
| Total Capital Project Funds | <u>1,134,940</u> | <u>271,123</u> |
| Debt Service Fund | | |
| Restricted | | |
| Retirement of long-term debt | 1,062,821 | 1,010,478 |
| Total Governmental Fund Balances | <u>\$ 16,986,454</u> | <u>\$ 15,195,080</u> |

2. Human Services Department Operating Results

A comparative summary of the Human Services department's operating results for the years ending December 31, 2013 and 2012 follows:

| | 2013 | 2012 |
|--|---------------------|---------------------|
| Revenues | | |
| Taxes | \$ 1,820,651 | \$ 1,823,229 |
| Intergovernmental | 5,065,133 | 5,279,192 |
| Public charges for services | 3,120,825 | 3,174,834 |
| Intergovernmental charges for services | 125,097 | 119,934 |
| Miscellaneous | 8,448 | 20,716 |
| Total Revenues | <u>10,140,154</u> | <u>10,417,905</u> |
| Expenditures | | |
| Health and human services | <u>10,038,530</u> | <u>9,820,960</u> |
| Excess of Revenues Over (Under) Expenditures | <u>101,624</u> | <u>596,945</u> |
| Other Financing Sources (Uses) | | |
| Sale of capital assets | - | 23,051 |
| Transfer out | (490,749) | (32,469) |
| Total Other Financing Sources (Uses) | <u>(490,749)</u> | <u>(9,418)</u> |
| Net Change in Fund Balance | (389,125) | 587,527 |
| Fund Balance - January 1 | <u>1,545,807</u> | <u>958,280</u> |
| Fund Balance - December 31 | <u>\$ 1,156,682</u> | <u>\$ 1,545,807</u> |

3. Highway Department Operating Results

A comparative summary of the Highway Department's operating results for the years ending December 31, 2013 and 2012 follows:

| | 2013 | 2012 |
|----------------------------------|--------------|--------------|
| Operating Revenues | | |
| Charges for services | \$ 7,530,339 | \$ 6,749,184 |
| Operating Expenses | | |
| Construction and maintenance | 7,024,437 | 6,482,972 |
| Depreciation | 514,454 | 538,215 |
| Total Operating Expenses | 7,538,891 | 7,021,187 |
| Operating Income (Loss) | (8,552) | (272,003) |
| Nonoperating Revenues (Expenses) | | |
| State grants and aids | - | 4,325 |
| Miscellaneous | 78,607 | 64,900 |
| Total Nonoperating Revenues | 78,607 | 69,225 |
| Net Income (Loss) | \$ 70,055 | \$ (202,778) |

As shown above, the net income for 2013 totaled \$70,055, compared to a net loss of \$202,778 in 2012. The net income from 2013 was larger because the highway department charged the county for records and reports for the first time in 2013. The additional revenue earned by charging this fee was \$260,000.

The County highway department is funded by state, county and other government reimbursements for road construction and maintenance costs. The County utilizes a special revenue fund to finance its road construction and maintenance budget. The County Road and Bridge Fund reimburses the Highway Department Fund monthly as work on County roads is completed. The County Road and Bridge Fund had a balance of \$345,083 on December 31, 2013.

4. Summary of Machinery Operations Cost Pool

Transportation cost pools are used to accumulate those costs of the Highway Department where the intent is to recover expenses of operations, including depreciation on highway buildings and equipment, directly from user charges for service. The cost pool accounting system is designed to match all revenues and expenses of a particular operation and aid management in determining the adequacy of rates being charged and the cost effectiveness of each operation. Presented below is a summary of the machinery operations cost pool of the Highway Department internal service fund for 2013 compared to 2012.

| | 2013 | 2012 |
|--------------------------|--------------|--------------|
| Operating Revenues | | |
| Charges for services | \$ 1,434,409 | \$ 1,193,277 |
| Operating Expenses | | |
| Personnel | 220,457 | 203,272 |
| Fuel | 356,339 | 257,224 |
| Other operating supplies | 348,796 | 248,399 |
| Shop overhead | 158,759 | 134,752 |
| Depreciation | 340,704 | 310,996 |
| Total Operating Expenses | 1,425,055 | 1,154,643 |
| Net Income | \$ 9,354 | \$ 38,634 |

As shown above, the machinery operations cost pool incurred net income of \$9,354 in 2013 compared to a net income of \$38,634 in 2012.

5. Solid Waste Department Operating Results

A comparative summary of the Solid Waste department operating results for the years ended December 31, 2013 and 2012 follows:

| | 2013 | 2012 |
|---|---------------------|-------------------|
| Operating Revenues | | |
| Charges for services | \$ 1,847,148 | \$ 1,728,750 |
| Other | 295,653 | 345,716 |
| Total Operating Revenues | <u>2,142,801</u> | <u>2,074,466</u> |
| Operating Expenses | | |
| Operation and maintenance: | | |
| Administration | 315,025 | 358,471 |
| Operation of shop and equipment | 245,192 | 499,887 |
| Operation of landfill | 583,447 | 433,489 |
| Landfill closure and long-term care | 171,355 | (974,163) |
| Collection | 882,968 | 893,115 |
| Waste drop off | 135,123 | - |
| Recycling | 303,214 | 268,823 |
| Unallocated depreciation | 190,942 | 124,997 |
| Other | 31,270 | 23,969 |
| Total Operating Expenses | <u>2,858,536</u> | <u>1,628,588</u> |
| Operating Income (Loss) | <u>(715,735)</u> | <u>445,878</u> |
| Nonoperating Revenues (Expenses) | | |
| Property tax levy | 61,601 | 243,325 |
| State grants and aids | 96,934 | 97,006 |
| Interest income | 23,865 | 31,700 |
| Gain (loss) on disposal of capital assets | (2,301) | (15,844) |
| Miscellaneous | 62,426 | 69,954 |
| Total Nonoperating Revenues | <u>242,525</u> | <u>426,141</u> |
| Net Income (Loss) | <u>\$ (473,210)</u> | <u>\$ 872,019</u> |

As shown above, the Solid Waste Department incurred an operating loss of \$715,735 in 2013 and operating income of \$445,878 in 2012. The difference in operating income results primarily from the change in adjustment for long-term care and landfill closure liabilities.

As indicated, the Solid Waste Department developed various cost centers for operating expenses. The goal of the separate cost centers was to match up various revenues from charges for services with cost center expenditure amounts to assist the County in determining the adequacy of user charges. In order to complete the comparison of Solid Waste Department revenues and expenditures, the Department will need to determine the revenue accounts that match up with each expense cost center. In addition, the Department should consider developing a method to allocate the Administrative and Operation of Shop and Equipment cost centers to the other revenue producing cost centers to account for all costs of operation. We are willing to assist the County in completing this analysis.

COMMENTS AND RECOMMENDATIONS

1. Human Services WIMCR Reporting

During our single audit compliance testing, we noted that a few amounts on several of the County's Wisconsin Medicaid Cost Reporting (WIMCR) reports did not match the supporting documentation provided with the reports. Most amounts appeared to be underclaimed. It was determined that a review by someone other than the preparer was not performed prior to submitting the reports to the state. We believe that a review of the reports prior to submission to the state is essential to ensure that WIMCR costs reports are accurate. We recommend the Human Services Department to develop and implement a process to require a supervisory review, including a comparison of the amounts reported to supporting documentation, for all of all WIMCR cost reports prior to submission to the state.

MANAGEMENT'S RESPONSE:

The Health & Human Services Department's Fiscal Manager will be training a fiscal staff on the WIMCR Reporting. This will allow the review process to be performed by the Fiscal Manager.

2. Human Services Purchases of Service Provider Audits

During our review of the County's procedures related to the review of Purchases of Service provider audits, we noted that the County had one contract provider which received a qualified opinion on its audit report for the year ended December 31, 2012. This fact was not noted by the County during its review of the audit. Because it was not noted, the County did not take any steps to determine if the reason for the qualified opinion was related to the services provided or another matter that the County may need to take further action on. Reviewing the provider audits for qualified opinions or findings is an important step of the monitoring of the providers that is required by the state and federal funding that is used to fund these services to County residents. The Office of Management and Budget (OMB) uniform guidance has been revised and, as a result, there will be a greater focus on responsibilities of sub-recipient monitoring. These changes take effect in 2015. We recommend the County review its procedures related to the reviewing of provider audits to ensure that all findings reported in the audits are followed up and the County documents its resolution on these findings in its review checklist.

MANAGEMENT'S RESPONSE:

The Health & Human Services Department's Fiscal Manager has been in the process of training a fiscal staff on tracking and reviewing vendor audits. Our process will allow for two separate reviews of all audits as they come to our agency. Upon receipt of audits, the Fiscal Manager will review and look for any notes of interest that will need to be discussed with the Director. The audit will then go to the trained fiscal staff for a final review and documentation.

3. Human Services Child Day Care Reporting

During our review of the Child Day Care program in accordance with *State Single Audit Guidelines*, we noted several discrepancies between the attendance shown on attendance reports and the attendance input into the Child Day Care system for the week tested. In one case, the attendance report showed an attendance of 1.30, but the system showed an attendance of 1.05. In another case, the attendance report showed an attendance of 10.55, but the system showed an attendance of 10.05. We also noted three other discrepancies when we expanded our sample for this provider. Wisconsin Department of Children and Families uses the attendance data to pay the day care providers. Currently, there is no review of the attendance data entered into the CARES system. This indicates a risk that the Human Services department is reporting Child Day Care attendance incorrectly due to input errors. We recommend the Human Services department develop a review process for the input of this attendance into the system in order to ensure that the attendance is reported correctly.

MANAGEMENT'S RESPONSE:

A QA process has been put in place to audit cases. The Economic Support Manager will perform routine audits. Findings will be reported and documented per case. A review of the case will then be done with the worker. The agency strongly encourages providers to use electronic attendance reporting.

4. Human Services Internal Controls

Throughout our review of the various programs in the Human Services department, we noted that grant reports and claims were not reviewed by someone other than the preparer. The Human Services department did not perform a review for the following items:

- Elderly Transportation Grant from the Wisconsin Department of Transportation
- WIMCR
- CARS/CORe reporting

In addition, we noted the following in regards to waiver, CCS, and personal care programs run by the County:

- HSSRS reported expenditures were not reconciled to WISSIS on a timely basis
- Case Files that were missing required paperwork, Individual Service Plans (ISPs) that were not signed by the case worker, and ISPs that were noted updated to reflect new services provided or new quantities of services to be provided

We recommend that the Human Services department develop and implement a process to require a supervisory review, including a comparison of the amounts reported to supporting documentation, for all reports prior to submission to the state. We also recommend the department review its procedures for each program it runs to ensure that the case files are properly maintained and updated and that reported expenditures are reconciled on a timely basis.

MANAGEMENT'S RESPONSE:

A policy has been put in place to have the Fiscal Manager review the Transportation grant application prepared by the Aging Director and the Transportation Coordinator

See Management's response to Item 1.

To establish a review policy/process for CARS/CORe reporting, which would need to encompass all of our State financial reporting, would require additional staff, and this is not manageable at our current staffing level.

HSRS/Case Files: The Health & Human Services Department is implementing a new Electronic Health Record (EHR) system and expects that this will aid in the process of review and oversight of records. In addition, the Health & Human Services Department is implementing new reconciliation policies and procedures. The Department will implement a policy and procedure for management review of case records in each program area.

5. Sheriff Receipting Process

During our testing of Sheriff's Department general receipts, it was noted that the department is not writing receipts for invoiced items such as CDs or copies of reports. The department writes the name and amount of each invoice on a sheet of paper. When the applicable payment is received, the department marks the invoice as "paid" on the sheet. Currently, the department does not have a process to reconcile Treasurer's receipts to the sheet kept by the department.

This creates the possibility for an individual to mark an invoice as paid without depositing the money with the County Treasurer. Also, if the sheet is lost, the County loses information regarding paid and open invoices.

The department is also re-issuing invoices if an invoice on the sheet has not been marked paid for a long period of time. This manual process creates the possibility to miss an open invoice for re-issuing, which reduces the potential to collect on an account.

We recommend that the Sheriff department review the current receipting process. A receipt should be produced for each payment received by the department. We also recommend the department to use an electronic method of keeping track of open invoices, and to begin reconciling the list of open and paid invoices with receipts received for these items.

MANAGEMENT'S RESPONSE:

The Sheriff's Office is looking to purchase a software program that will allow our agency to generate invoices for CD's and copies of reports that are requested. Cash transactions for walk-in requests are given a written receipt at the time of payment.

6. Solid Waste Closure Liability

The Solid Waste Fund has constructed and began to utilize cell #4 at the landfill in 2013. At the end of the useful life of the cell, the County will incur costs to close the cell. It is our understanding that this cell was considered when long-term care and closure cost estimates were obtained in 1995 and 2009. Now that cell #4 is completed and in use, we recommend the County consider obtaining an updated estimate of the closure costs and review its plan to ensure that sufficient funds are set aside to fund these closure costs.

MANAGEMENT'S RESPONSE:

The final ½ of Cell #4 is currently under construction and anticipated to be approved for use by December 2014. Updated Closure Costs and estimated Closure funding to cover those costs have been prepared by our engineering firm, Ayres Associates. There are ample funds for the Closure of our entire landfill.

APPENDIX



Cindy Phillippi

County Clerk

Administrative Coordinator/Director of Finance

400 N. Main Street Email: cphillippi@co.adams.wi.us

P.O. Box 278

Phone: 608-339-4272

Friendship, WI 53934

Fax: 608-339-4514

July 24, 2014

Schenck SC
311 Financial Way
Suite 100
Wausau, WI 54401

This representation letter is provided in connection with your audit of the financial statements of Adams County, Wisconsin, (the "County"), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2013, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to 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).

Certain representations in this letter are described as being limited to matters that are material. Items in No. 51 are considered material based on the materiality criteria specified in OMB Circular A-133 and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Items are considered material, regardless of size, if they involve an omission or misstatement 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. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of July 24, 2014, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 7, 2014, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. In regards to accounting estimates:
 - The measurement processes used by management in determining accounting estimates is appropriate and consistent.
 - The assumptions appropriately reflect management's intent and ability to carry out specific courses of action.

- The disclosures related to accounting estimates are complete and appropriate.
 - No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
4. 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.
 5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
 6. Significant assumptions we used in making accounting estimates are reasonable.
 7. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
 8. 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. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.
 9. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the County's accounts.
 10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
 11. Guarantees, whether written or oral, under which the County is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

12. 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 audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the County Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedules of expenditures of federal awards and state financial assistance.

14. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:
 - a. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - i. Management,
 - ii. Employees who have significant roles in internal control, or
 - iii. Others where the fraud could have a material effect on the financial statements.
 - b. We have no knowledge of any allegations of fraud or suspected fraud affecting the County's financial statements communicated by employees, former employees, regulators, or others.
15. We have disclosed to you all known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
17. We have disclosed to you the identity of the County's related parties and all the related party relationships and transactions of which we are aware.

Government - specific

18. We have made available to you all financial records and related data.
19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have a process to track the status of audit findings and recommendations.
21. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
22. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
23. The County has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred inflows/outflows of resources, or equity.
24. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts, or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

26. As part of your audit, you assisted with preparation of the financial statements and related notes, state financial report, the schedule of expenditures of federal awards, and the schedule of state financial assistance. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, state financial report, the schedule of expenditures of federal awards, and the schedule of state financial assistance.
27. In regards to the debt service payment reconciliation services performed by you, we have—
 - a. Made all management decisions and performed all management functions.
 - b. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.
28. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
29. The County has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
30. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
31. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
32. The financial statements properly classify all funds and activities.
33. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
34. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
35. Provisions for uncollectible receivables have been properly identified and recorded.
36. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
37. Revenues are appropriately classified in the statement of activities within program revenues or general revenues.
38. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
39. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
40. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

41. Joint ventures, jointly governed organizations, and other related organizations have been properly disclosed in the financial statements.
42. We have appropriately disclosed the County's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position were properly recognized under the policy.
43. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
44. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules, (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and 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. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
45. We agree with the findings of specialists in evaluating the other post-employment benefits and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived 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 specialists.
46. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the County's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
47. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
48. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
49. We believe that the actuarial assumptions and methods used to measure OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
50. We do not plan to make frequent amendments to our other post-retirement benefit plans.
51. With respect to federal and state award programs:
 - a. We are responsible for understanding and complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the *State Single Audit Guidelines* issued by the Wisconsin Department of

Administration, including requirements relating to preparation of the schedule of federal awards and the schedule of state financial assistance.

- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of OMB Circular A-133 §310.b and the schedule of state financial assistance (SSFA) in accordance with the requirements of the *State Single Audit Guidelines* and we believe the SEFA and SSFA, including their form and content, are fairly presented in accordance with the Circular and the Guidelines. The methods of measurement or presentation of the SEFA and SSFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA and SSFA.
- c. If the SEFA and SSFA are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA and SSFA information no later than the date we issue the SEFA and SSFA and the auditors' report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the *State Single Audit Guidelines* and included in the SEFA and SSFA made during the audit period for all awards provided by federal and state agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state 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 and state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal and state programs that provide reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.
- h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements, (except for noncompliance disclosed to you) including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement* and the *State Single Audit Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal and state awards.
- j. We have disclosed any communications from grantors 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 auditors' report.

- k. 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 auditors' report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance (including material weaknesses in internal control over compliance), have occurred subsequent to the date as of which compliance was audited.
- r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal and state agency or pass-through entity, as applicable.
- t. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of OMB Circular A-133 and the *State Single Audit Guidelines*.
- u. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditors' reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
- v. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- w. We have charged costs to federal and state awards in accordance with applicable cost principles.
- x. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133 and the *State Single Audit Guidelines* and we have provided you with all information on the status of the

follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.

- y. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
 - z. We are responsible for preparing and implementing a corrective action plan for each audit finding.
52. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Signed: 
John West, Chairperson

Signed: 
Jani Zander, County Treasurer

Signed: 
Cindy Phillippi, County Clerk