ENTITY'S LETTERHEAD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

Rob Sand  
Auditor of State  
State Capitol Building  
Des Moines, IA 50319

Dear Mr. Sand:

This representation letter is provided in connection with your engagement to apply agreed-upon procedures on the City of \_\_\_\_\_\_\_\_\_\_ for the year ended June 30, 20\_\_ **[or for the period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if done for a different period]**, which has been conducted for the purpose of performing an annual **[a periodic]** examination pursuant to Chapter 11.6 of the Code of Iowa. We understand the annual **[periodic]** examination is designed to focus on the financial processes of the City and compliance with certain Code of Iowa requirements to help ensure accountability and compliance and minimize the opportunity for fraud and to review selected City records for propriety and determine whether adequate records are maintained by the City.

Certain representations in this letter are described as being limited to matters which are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement which 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 **[Date of Auditor’s Report]**, the following representations made to you during your engagement.

1. We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. We have provided you with:
3. Financial records and related data and all audit, agreed-upon procedures or relevant monitoring reports, if any, received from funding sources or others.
4. Access to all information and have disclosed all matters we are aware of which you determined are relevant to the agreed-upon procedures engagement, such as records, documentation and other matters.
5. Additional information you have requested from us for the purpose of the engagement.
6. Unrestricted access to City officials and employees from whom you determined it was necessary to obtain documentation or information.
7. Minutes of meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
8. Response to all inquiries made to us by you during your engagement.
9. There have been no communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices.
10. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
11. Section 11.6.7 of the Code of Iowa requires the \_\_\_\_\_\_\_\_\_\_ to immediately notify the Auditor of State regarding any suspected embezzlement, theft or other significant financial irregularities. We have no knowledge of any fraud or suspected fraud affecting the City involving: **(If they have knowledge and have communicated it, modify to say “Except as disclosed to you…”)**
12. Management.
13. Employees who have significant roles in internal control.
14. Others where the fraud could have a material effect on thefinancial data significant to the engagement objectives.
15. We acknowledge we are responsible for the subject matter and the assertion, selecting the criteria, when applicable, and determining that such criteria are appropriate for our purposes.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the City communicated by employees, former employees, analysts, regulators or others. **(If they have knowledge and have communicated it, modify to say “Except as disclosed to you…”)**
17. 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 related debt covenants whose effects should be considered for reporting on noncompliance.
18. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts and grant agreements or abuse you have reported to us. **(Omit or modify this item if these findings are not reported.)**
19. We have a process to track the status of findings and recommendations.
20. We have identified to you previous audits, attestation engagements and other studies and whether related recommendations have been implemented.
21. The findings, conclusions and recommendations to be reported have been communicated to us for our review.
22. We have complied with all aspects of contractual agreements that would have a material effect on thefinancial data significant to the engagement objectives in the event of noncompliance.
23. We are responsible for compliance with laws, regulations and provisions of contracts and grant agreements applicable to the City, including tax or debt limits and debt covenants, and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements we believe have a direct and material effect on thefinancial data significant to the engagement objectives.
24. We have followed all applicable laws and regulations in adopting, approving and amending budgets.
25. We have disclosed to you all known noncompliance, including noncompliance occurring subsequent to the period covered by your report.

Very truly yours,

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Mayor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk