



December 19, 2014

Board of Directors School for Advanced Research Santa Fe, New Mexico

We have audited the financial statements of School for Advanced Research as of and for the year ended June 30, 2014, and have issued our report thereon dated December 19, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Significant audit findings

# Qualitative aspects of accounting practices

# Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by School for Advanced Research are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2014.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### Accounting estimates

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 affecting the financial statements were:

- Management's estimate of depreciation is based on the estimated useful lives of the buildings, leasehold improvements, equipment, and furniture. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the functional allocation of expenses shared between programs, management and general, and fundraising is based on a reasonable and consistent basis using factors such as direct payroll allocation, square footage, full time equivalents within each department, and total direct expenses. We evaluated the key factors and assumptions used to develop the allocation in determining that it is reasonable in relation to the financial statements taken as a whole.



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## Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

## Difficulties encountered in performing the audit

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

#### Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

#### Corrected misstatements

The attached schedule summarizes all misstatements (material and immaterial) detected as a result of audit procedures that were corrected by management.

## Disagreements with management

For purposes of this letter, a disagreement with management is 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 our audit.

#### Management representations

We have requested certain representations from management that are included in the management representation letter dated December 19, 2014.

### 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 entity's financial statements or a determination of the type of auditors' 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.

### Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

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## Other audit findings or issues

We have provided a separate letter to you dated December 19, 2014, communicating internal control related matters identified during the audit.

### Other information in documents containing audited financial statements

With respect to the Schedule of Net Assets (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 19, 2014.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

This communication is intended solely for the information and use of the Board of Directors and management of School for Advanced Research and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Albuquerque, New Mexico

Clifton Larson Allen LLP

December 19, 2014

Client:

069-00110200 - School for Advanced Research

AUD - School for Advanced Research 6/30/2014

Engagement: Period Ending:

0900 - TB

Trial Balance: Workpaper:

0921.00 - Adjusting Journal Entries Report

Workpaper.	0921.00 - Aujusting Journal Entries Report			
Account	Description	W/P Ref	Debit	Credit
Adjusting Journa To adjust accrued	al Entries JE # 1 I interest entry. Initial entry was posted backwards.			
6340	Mortgage Interest		63,500.00	
2507	Accrued Mortgage Interest			63,500.0
Γotal			63,500.00	63,500.0
Adjusting Journal Entries JE # 3		1100.02		
o reclassify Anne	Ray contribution from cash to accounts receivable			
1301	A/R: Agencies		691,698.00	
1006	FNB of SF Money Market			691,698.0
Γotal			691,698.00	691,698.00
Adjusting Journa	al Entries JE # 4	1200.02		
	nents to reflect Western Asset Trust.	1.100102		
1104	Unrealized Gain on Investments		75,002.00	
4104	Unrealized Gain on Investments			75,002.0
Γotal			75,002.00	75,002.00
Adjusting Journa		4100.06		
o record discoun	t and present discount netted by SAR.			
1320	Pledges Receivable		510.00	
1320CLA	Current portion of pledges receivable		100.00	
4201 1321 CLA	Annual Giving		4,690.00	
1321 CLA 1322 CLA	Current discount LT discount			4,295.00
otal	ET diossant		5,300.00	1,005.00 <b>5,300.0</b> 0
			-	
djusting Journa AJE to record bo	il Entries JE # 9 ok inventory adjustments	1400.01		
5103	Book Inventory Adjustments		16,000.00	
1404	Allowance for Inventory Value Write-down			16,000.00
otal			16,000.00	16,000.00



December 19, 2014

CliftonLarsonAllen LLP 500 Marquette NW Suite 800 Albuquerque, NM 87102

This representation letter is provided in connection with your audit of the financial statements of School for Advanced Research, which comprise the statements of financial position as of June 30, 2014, and the related statement of activities and changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements, 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).

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

We confirm, to the best of our knowledge and belief, as of December 19, 2014, the following representations made to you during your audit.

# **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 30, 2014, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- We acknowledge and have fulfilled 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.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control over the receipt and recording of contributions.
- We have identified all accounting estimates that could be material to the financial statements, including
  the key factors and significant assumptions used in making those estimates, and we believe the
  estimates (including those measured at fair value) and the significant assumptions used in making those
  accounting estimates are reasonable.

- Significant estimates have been appropriately accounted for and disclosed in accordance with the
  requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that
  could change materially within the next year.
- Related party relationships and transactions, including, but not limited to, accounts receivable or
  payable, sales, purchases, loans, transfers, leasing arrangements, and guarantees, have been
  appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- No events have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
- We have not identified or been notified of any uncorrected financial statement misstatements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims
  or assessments that are required to be accrued or disclosed in the financial statements in accordance
  with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Material concentrations have been properly disclosed in accordance with U.S. GAAP. Concentrations refer
  to individual or group concentrations of contributors, grantors, clients, customers, suppliers, lenders,
  products, services, fund-raising events, sources of labor or materials, licenses or other rights, or operating
  areas or markets for which events could occur that would significantly disrupt normal finances within the
  next year.
- Guarantees, whether written or oral, under which the entity is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Receivables recorded in the financial statements represent valid claims against debtors for sales or other
  charges arising on or before the financial statement date and have been reduced to their estimated net
  realizable value.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- We have reviewed long-lived assets and certain identifiable intangibles to be held and used for impairment whenever events or changes in circumstances have indicated that the carrying amount of assets might not be recoverable and, when necessary, have appropriately recorded the adjustment.
- Provision has been made to reduce excess or obsolete inventories to their estimated net realizable value.
- Designations of net assets, or reclassifications of net assets, have been properly authorized, approved, and reflected in the financial statements.
- The cost allocation methods used to allocate the entity's expenses to the appropriate functional
  classification as program services, management and general, and fundraising are properly supported by
  the entity's books and records. The cost allocation methods used are rational, systematic, and
  consistently applied. The bases used for allocation of functional expenses are reasonable.

#### **Information Provided**

- We have provided you with:
  - 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.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - o Management;
  - o Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims
  or assessments, that are required to be accrued or disclosed in the financial statements in accordance
  with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.

- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- The entity 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, except as made known to you and disclosed in the financial statements.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant
  agreements applicable to School for Advanced Research; 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.
- We have complied with all restrictions on resources (including donor restrictions) and all aspects of
  contractual and grant agreements that would have a material effect on the financial statements in the
  event of noncompliance. This includes complying with donor requirements to maintain a specific asset
  composition necessary to satisfy their restrictions.
- School for Advanced Research is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the entity's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources \$500,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
- Our interpretation of the laws governing restrictions on net appreciation of donor-restricted endowments is based on interpretation of laws issued by the state attorney general.
- We acknowledge our responsibility for presenting the Schedule of Net Assets (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. 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. If the 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 we issue the supplementary information and the auditors' report thereon.
- We understand that you prepared the trial balance for use during the audit and that your preparation of the trial balance was limited to formatting information into a working trial balance based on management's chart of accounts.

- As part of your audit, you prepared the draft financial statements and related notes. We have
  designated an individual who possesses suitable skill, knowledge, and/or experience to
  understand and oversee your services; have made all management judgments and decisions;
  and have assumed all management responsibilities. We have evaluated the adequacy and
  results of the service. We have reviewed, approved, and accepted responsibility for those
  financial statements and related notes.
- In regards to the tax preparation and consulting services performed by you, we have:
  - Made all management judgments and decisions and assumed all management responsibilities.
  - Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.
  - Evaluated the adequacy and results of the services performed.
  - o Accepted responsibility for the results of the services.

Signature:	(Cardia)	Bon	_Title: <u>President</u>
Signature:	Sharon	K. Jun	_Title: <u>VP for Finance and Administration</u>