

Plan Administrator and Plan Management 403(b) Thrift Plan for Employees of Girl Scouts of Western Ohio Cincinnati, Ohio

As part of our limited scope audit of the financial statements of the 403(b) Thrift Plan for Employees of Girl Scouts of Western Ohio as of and for the year ended December 31, 2012, we wish to communicate the following to you.

#### AUDIT SCOPE AND RESULTS

# <u>Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America</u>

An audit performed in accordance with auditing standards generally accepted in the United States of America is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

## **Qualitative Aspects of Significant Accounting Policies and Practices**

#### Significant Accounting Policies

The Plan's significant accounting policies are described in Note 2 of the audited financial statements.

#### Alternative Accounting Treatments

No matters are reportable.



## Management Judgments and Accounting Estimates

No matters are reportable.

#### Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Valuation of investments
- Fair value of Plan assets

## **Audit Adjustments**

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. There were no adjustments as a result of the audit.

## Auditor's Judgments About the Quality of the Entity's Accounting Principles

No matters are reportable.

## **Other Material Written Communications**

Other material written communications between management and us related to the audit consisted of the management representation letter (attached).

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This communication is intended solely for the information and use of Plan management, the Board of Directors, the Plan Administrator and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

BKD, LLP

July 30, 2013



July 30, 2013

Chair Jody L. Wainscott

Chief Executive Officer Roni J. Luckenbill

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We are providing this letter in connection with your audits of the financial statements of the 403(b) Thrift Plan for Employees of Girl Scouts of Western Ohio as of and for the years ended December 31, 2012 and 2011. We confirm that we are responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America and for the fair presentation of the accompanying supplemental schedules in conformity with the Department of Labor's Rules and Regulations under ERISA. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control, and preventing and detecting fraud.

We understand that you will not express an unmodified opinion on the financial statements of the Plan for the years ended December 31, 2012 and 2011, because at our request you did not audit investment information provided by the custodian.

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, the following:

- 1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated May 7, 2013, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- 2. We have reviewed and approved a draft of the financial statements, the related notes and supplemental schedule referred to above which you prepared in connection with your audit of the Plan's financial statements. We acknowledge that we are responsible for the fair presentation of the financial statements.



- 3. 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.
- 4. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- 5. 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) All board minutes of meetings held through the date of this letter.
  - (e) All significant contracts.
- 6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 7. We have informed you of all current risks of a material amount that are not adequately prevented or detected by plan procedures with respect to:
  - (a) Misappropriation of assets.
  - (b) Misrepresented or misstated assets or liabilities.
- 8. We understand the potential penalties for failure to disclose reportable tax transactions to the taxing authorities and have fully disclosed to BKD any and all known reportable tax transactions.
- 9. We acknowledge that any delay in filing the audit report and the Form 5500 on a timely basis is our responsibility, and the penalties, if any, associated with such delays are our responsibility.
- 10. We have no knowledge of any known or suspected:
  - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
  - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statements.

- 11. We have no knowledge of any allegations of fraud or suspected fraud affecting the Plan received in communications from participants, former participants, regulators, third-party servicers or others.
- 12. 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. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand the term related party r efers to an affiliate; employer, management, fiduciaries, and members of their immediate families, and any other party with which the Plan may deal if the Plan can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with the Plan.
- 13. Except as reflected in the financial statements, there are no:
  - (a) Plans or intentions that may materially affect carrying values of assets and liabilities.
  - (b) Material transactions omitted or improperly recorded in the financial records.
  - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
  - (d) Events occurring subsequent to the date of the statement of net assets available for benefits through the date of this letter requiring adjustment or disclosure in the financial statements.
  - (e) Agreements to purchase assets previously sold.
  - (f) Reportable transactions as defined in Section 103(b)(3)(H) of ERISA.
- 14. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 15. The Plan or the Plan Sponsor is not aware of any pending or threatened litigation or claims whose effects should be considered when preparing the financial statements. Neither the Plan nor the sponsor has sought or received attorney's services related to pending or threatened litigation or claims during or subsequent to the audit period. Also, we are not aware of any litigation or claims, pending or threatened, for which legal counsel should be sought.
- 16. Adequate allowances have been provided for any material losses from uncollectible receivables.

- 17. The fair values of financial assets recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
- 18. The Plan and the trust established under the Plan are qualified under the appropriate section of the Internal Revenue Code, and we intend to continue them as a qualified Plan and trust. We do not have any intention at present to terminate the Plan. Required nondiscrimination testing under the appropriate Code Sections has been completed for the Plan, and any excess contributions have been disposed of in accordance with regulations.
- 19. The Plan instrument has not been amended during the year.
- 20. The Plan has not requested or obtained a determination letter as the Internal Revenue Service does not currently provide a means of doing so for 403(b) plans. We believe that the Plan is currently designed and being operated in compliance with the applicable requirements of the Internal Revenue Code. Therefore, we believe that the Plan was qualified and the related trust was tax-exempt as of the financial statement date.
- 21. The Plan has complied with the fidelity bonding requirements of ERISA.
- 22. The Plan has made no investments during the year that violate the terms of the Plan or Trust Agreement.
- 23. Except as disclosed in the financial statements, the Plan has:
  - (a) Satisfactory title to all recorded assets, and they are not subject to any liens, pledges or other encumbrances.
  - (b) Complied with all aspects of contractual agreements, for which noncompliance would materially affect the financial statements.
- 24. The financial statements disclose all significant estimates known to us. Significant estimates are estimates at the date of the statement of net assets available for benefits which could change materially within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 25. With respect to any nonattest services you have provided us during the year, including preparation of the trial balance, financial statements and related footnotes:
  - (a) We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
  - (b) We have established and monitored the performance of the nonattest services to ensure that they meet our objectives.

- (c) We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
- (d) We have evaluated the adequacy of the services performed and any findings that resulted.
- We have reviewed the reports of all transactions processed by third-party servicers, and, based on our review, we believe the transactions shown in the reports are valid and in accordance with our instructions to the third-party processor.
- 27. We have complied with the Department of Labor's regulations concerning the timely remittance of participant contributions.
- 28. We have apprised you of all communications, written or oral, with regulatory agencies concerning the operation of the plan.
- 29. With regard to supplementary information:
  - (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
  - (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
  - (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
  - (d) We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
  - (e) If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.
- 30. We acknowledge the current economic situation continues to present employee benefit plans with difficult circumstances and challenges, which in some cases have resulted in large and unanticipated declines in the fair value of investments. The financial statements have been prepared using values and information currently available to the Plan. We understand the values of the assets recorded in the financial statements could change rapidly, resulting in material future adjustments to investment values that could negatively impact the Plan. We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the Plan's financial statements. Further, the plan sponsor is solely responsible for all aspects of managing the Plan, including questioning the quality and valuation of investments.

- 31. 403(b) Thrift Plan for Employees of Girl Scouts of Western Ohio is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of the organization or any related entities of which we are aware that would jeopardize the organization's tax-exempt status have been disclosed to you.
- 32. As permitted by Department of Labor Field Assistance Bulletin No. 2009-02, *Annual Reporting Requirement for 403(b) Plans*, the Plan elected to exclude certain custodial accounts issued to current and former employees prior to January 2009, from net assets available for benefits as of December 31, 2012 and 2011. To the best of our knowledge and belief, the net assets available for plan benefits as of December 31, 2012 and 2011 represent all assets relevant to the plan and there are no assets that have been improperly excluded.

Roni Luckenbill, Chief Executive Officer

Kathy Kearns, Plan Administrator

Linda/Odenbeck, Finance Director