



August 22, 2017

Blazek & Vetterling  
2900 Wesleyan, Suite 200  
Houston, Texas 77027-5132

This representation letter is provided in connection with your audits of the financial statements of Association of Fundraising Professionals, which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities, and of cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (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. 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, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter, 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, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U. S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U. S. GAAP.
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. With respect to accounting estimates recognized or disclosed in the financial statements:
  - a. Significant assumptions used in making accounting estimates are reasonable;
  - b. Measurement processes used are appropriate in accordance with U. S. GAAP and have been consistently applied;

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- c. Assumptions appropriately reflect management's intent and ability to carry out specific courses of action;
  - d. Disclosures related to accounting estimates are complete and appropriate in accordance with U. S. GAAP;
  - e. No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U. S. GAAP.
  7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
  8. There were no material uncorrected misstatements.
  9. The effects of all known actual or possible litigation, claims, and assessments, if any, have been accounted for and disclosed in accordance with U. S. GAAP.
  10. Material concentrations, if any, have been appropriately disclosed in accordance with U. S. GAAP.
  11. Guarantees, whether written or oral, under which the organization is contingently liable, if any, have been properly recorded or disclosed in accordance with U. S. GAAP.
  12. As part of your audits, you assisted with the preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonattest/nonaudit services. We assume all management responsibility as it relates to those nonattest/nonaudit services. We have designated an individual who possesses suitable skill, knowledge, and experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and supplementary information.

### **Information Provided**

13. 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 including all audit or relevant monitoring reports, if any, received from funding sources;
  - b. Additional information that you have requested from us for the purpose of the audit; and
  - c. Unrestricted access to persons within the organization from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
14. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

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15. 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.
16. We have no knowledge of any fraud or suspected fraud that affects the organization and involves management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements.
17. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
18. 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.
19. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
20. The organization 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 disclosed in the notes to the financial statements.
21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
22. Association of Fundraising Professionals Greater Houston Chapter 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 organization'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. The organization files annual federal information returns that are subject to routine examination; however, there are no examinations for any tax periods currently in progress.

Sincerely,

Dawn Koenning, President

Rick Byrd, Treasurer

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