

June 19, 2014

Board of Directors  
UNAVCO, Inc.  
Boulder, Colorado

We have audited the financial statements of UNAVCO, Inc. for the year ended December 31, 2013, and have issued our report thereon dated June 19, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and OMB Circular A-133, 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 UNAVCO, Inc. are described in Note 1 to the financial statements.

As described in Note 2, UNAVCO changed accounting policies related to equipment purchased with title residing with the U.S. government as required by generally accepted accounting principles, in 2013. Accordingly, the accounting change has been retrospectively applied to prior periods presented as if the policy had always been used.

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 estimate affecting the financial statements was:

- Management's estimate of the depreciation of capital assets is based on their estimated useful lives, which range from three to five years. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

*Financial statement disclosures*

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was Note 2 regarding the change in accounting principle.

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 misstatement***

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. The attached Exhibit A summarizes the uncorrected misstatement of the financial statements. Management has determined that its effect is immaterial to the financial statements taken as a whole.

***Corrected misstatement***

The attached Exhibit B summarizes the material misstatement detected as a result of audit procedures that was 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 attached Exhibit C, management representation letter dated June 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.

**Other information in document containing audited financial statements**

With respect to the schedule of expenditures of federal awards (SEFA) 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 SEFA to determine that the information complies with the requirements of U.S. Office of Management and Budget Circular A-133. *Audits of States, Local Governments, and Non-Profit Organizations*, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated June 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 UNAVCO, Inc. and is not intended to be and should not be used by anyone other than these specified parties.



Greenwood Village, Colorado  
June 19, 2014

**EXHIBIT A - PASSED ADJUSTMENT SUMMARY**  
**UNAVCO, INC.**  
**Year Ended December 31, 2013**

Description	Effect of Misstatements			Change in Net Assets
	Assets	Liabilities	Net Assets	
To accrue the employer expenses related to 403(b).	\$ -	\$ (16,984)	\$ -	\$ 16,984
<b>Total misstatements</b>	<u>\$ -</u>	<u>\$ (16,984)</u>	<u>\$ -</u>	<u>\$ 16,984</u>

Note: The above amounts are listed as either debits or (credits).

**EXHIBIT B - CORRECTED MISSTATEMENTS**  
**UNAVCO, INC.**  
**Year Ended December 31, 2013**

**Adjusting Journal Entries JE # 1**

To record unrecorded A/P liabilities and associated expenses.

7012-044000	Equipment: Government Owned	\$ 38,000	\$ -
7012-044000	Equipment: Government Owned	196,020	-
7012-044000	Equipment: Government Owned	250,250	-
7314-044000	Materials/Supplies Other	62,400	-
7316-044000	Computers & Accessories	3,850	-
7507-044000	Shipping	385	-
2009-000000	Accrued Expenses Payable	-	550,905
<b>Total</b>		<b><u>\$ 550,905</u></b>	<b><u>\$ 550,905</u></b>

**Adjusting Journal Entries JE # 2**

PBC Journal entry for items not included in the trial balance when it was uploaded.

1502-000000	Investments - Securities	\$ 1,382	\$ -
2202-990000	Accrued PTO Payable	82,700	-
2203-000000	403b Payable (Employer)	2,275	-
5531-044000	Other Compensation	6,549	-
2201-000000	Wages Payable	-	89,249
2204-000000	403b Payable (EE)	-	164
4061-970000	Investment Income	-	1,382
5523-990000	Employer 403(b) Contribution	-	2,111
<b>Total</b>		<b><u>\$ 92,906</u></b>	<b><u>\$ 92,906</u></b>

**Adjusting Journal Entries JE # 3**

PBC Journal Entry to record depreciation expense.

7667-000000	Depreciation	\$ 97,452	\$ -
1451-000000	Accumulated Dep. Capital	-	23,011
1454-000000	Acc Dep Leasehold Improvements	-	4,109
1457-000000	Accumulated Dep CCN Equipment	-	70,332
<b>Total</b>		<b><u>\$ 97,452</u></b>	<b><u>\$ 97,452</u></b>

**Adjusting Journal Entries JE # 4**

To accrue three months, out of four, of the liabilities from UC Berkeley.

7900-044000	Subawards	\$ 23,857	\$ -
2009-000000	Accrued Expenses Payable	-	23,857
<b>Total</b>		<b><u>\$ 23,857</u></b>	<b><u>\$ 23,857</u></b>

**EXHIBIT B - CORRECTED MISSTATEMENTS**  
**UNAVCO, INC.**  
**Year Ended December 31, 2013**

**Adjusting Journal Entries JE # 5**

To record revenue and AR to correspond to the accrued expenses in AJE #1.

1101-044000	NSF Grants Receivable	\$ 550,905	\$ -
4001-044000	Grant Revenue - NSF	-	550,905
<b>Total</b>		<b><u>\$ 550,905</u></b>	<b><u>\$ 550,905</u></b>

**Adjusting Journal Entries JE # 6**

To reclassify 2013 purchases of government owned equipment from expense to fixed assets for amounts greater than \$5,000.

1401-044400	Capital Equipment	\$ 809,215	\$ -
7012-033000	Equipment: Government Owned	-	20,341
7012-044000	Equipment: Government Owned	-	788,874
<b>Total</b>		<b><u>\$ 809,215</u></b>	<b><u>\$ 809,215</u></b>

**Adjusting Journal Entries JE # 7**

To record depreciation expense for 2013 purchases of government owned equipment.

7667-000000	Depreciation	\$ 168,931	\$ -
1451-000000	Accumulated Dep. Capital	-	168,931
<b>Total</b>		<b><u>\$ 168,931</u></b>	<b><u>\$ 168,931</u></b>

**Adjusting Journal Entries JE # 8**

To reclassify government owned equipment recorded as expenses to fixed assets for purchases before 2013.

1401-044400	Capital Equipment	\$ 1,668,594	\$ -
2810-990000	Unrestricted Net Assets	-	1,668,594
<b>Total</b>		<b><u>\$ 1,668,594</u></b>	<b><u>\$ 1,668,594</u></b>

**Adjusting Journal Entries JE # 9**

To record depreciation expense for purchases of government owned equipment before 2013.

7667-000000	Depreciation	\$ 805,034	\$ -
1451-000000	Accumulated Dep. Capital	-	805,034
<b>Total</b>		<b><u>\$ 805,034</u></b>	<b><u>\$ 805,034</u></b>

June 19, 2014

CliftonLarsonAllen LLP  
8390 East Crescent Parkway  
Suite 600  
Greenwood Village, Colorado 80111

This representation letter is provided in connection with your audit of the financial statements of UNAVCO, Inc., which comprise the statement of financial position as of December 31, 2013, and the related statements of activities 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 June 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 January 27, 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 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 and the significant assumptions used in making those accounting estimates are reasonable.
- 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, including instances of noncompliance, 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 or in the schedule of findings and questioned costs.
- The effect of the uncorrected misstatements is immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.
- 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, or which would affect federal award programs, 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.
- 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.
- Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements have been properly disclosed.
- 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.
- The cost allocation methods used to allocate the entity's expenses to the appropriate functional classification as program services, and management and general 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.
  - Access to all audit or relevant monitoring reports, if any, received from funding sources.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- There has been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting that could have a material effect on 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:
  - Management;
  - 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 provisions of laws, regulations, 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, or which would affect federal award

programs, 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 UNAVCO, Inc.; 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 and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance.
- UNAVCO, Inc. 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.
- As part of your audit, you prepared the draft financial statements and related notes and related notes and schedule of expenditures of federal awards. 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 and schedule of expenditures of federal awards.
- With respect to federal award programs:
  - 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*, including requirements relating to preparation of the schedule of expenditures of federal awards.
  - 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 we believe the SEFA, including its form and content, is fairly presented in accordance with OMB Circular A-133 §310.b. The methods of measurement and presentation of the SEFA 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.

- If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.
- We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133, and included in the SEFA expenditures made during the audit period for all awards provided by federal 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.
- 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 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 program.
- We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- We have received no requests from a federal agency to audit one or more specific programs as a major program.
- We have complied with the direct and material compliance requirements, including when applicable, those set forth in the *OMB Circular A-133 Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-122, *Cost Principles for Nonprofit Organizations*.
- We have disclosed to you 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.

- 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.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- 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.
- There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the date as of which compliance was audited.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- 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.
- 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.
- We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.

- We have charged costs to federal awards in accordance with applicable cost principles.
- 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 we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
- We are responsible for preparing a corrective action plan and taking corrective action on each audit finding.
- We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
- We have a process to track the status of audit findings and recommendations.
- 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.
- During 2013, we changed our accounting policy with regard to equipment purchased where title resides with the U.S. government based on updated guidance from the AICPA audit and accounting guide for nonprofit organizations. Based on this guidance, we have determined it is appropriate for these purchases to be capitalized on the statement of financial position rather than expense in the statement of activities.

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President

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Controller