

To the Board of Directors American Network of Community Options and Resources Alexandria, Virginia

We have audited the financial statements of American Network of Community Options and Resources (ANCOR) for the year ended December 31, 2020, and we will issue our report thereon dated June 11, 2021. Professional standards require that we provide you with 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. We have communicated such information in our letter to you dated January 20, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by American Network of Community Options and Resources 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 the year. We noted no transactions entered into by ANCOR 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 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 allocation of personnel, professional fees, office, information technology, occupancy, travel, conferences and meetings, depreciation, insurance, dues and subscriptions, and miscellaneous expenses to program service and supporting activities is based on estimates of time, effort, and use. 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.

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.

#### Corrected and 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. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

#### Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 11, 2021. Attached is a copy of management's written representations.

## 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 ANCOR's financial statements or a determination of the type of auditor's 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.

# Other Audit Findings or Issues

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

#### Other Matters

With respect to the supplementary information accompanying the financial statements, 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, 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.

This information is intended solely for the use of the board of directors and management of American Network of Community Options and Resources and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

Glenn Miller, CPA

Partner

# AMERICAN NETWORK OF COMMUNITY OPTIONS AND RESOURCES 1101 King Street, Suite 380 Alexandria, Virginia 22314

June 11, 2021

# To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of American Network of Community Options and Resources (ANCOR), which comprise the consolidated statements of financial position as of December 31, 2020 and 2019, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the disclosures (collectively, 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 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. 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, as of June 11, 2021, 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 dated December 15, 2020, 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. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8. The effects of uncorrected misstatements are 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 ANCOR's accounts. We are in agreement with those adjustments.
- 9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10. Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11. Guarantees, whether written or oral, under which ANCOR is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

#### **Information Provided**

- 12. 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 (including information obtained from outside of the general and subsidiary ledgers), 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 ANCOR 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.
- 13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14. 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.
- 15. We have no knowledge of any fraud or suspected fraud that affects ANCOR and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
- 16. We have no knowledge of any allegations of fraud or suspected fraud affecting ANCOR's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 17. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 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 names of all of ANCOR's related parties and all the related-party relationships and transactions, including any side agreements.

- 20. Except as made known to you, ANCOR 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.
- 21. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 22. American Network of Community Options and Resources and ANCOR Foundation, Inc. are exempt organizations under Section 501(c)(6) and Section 501(c)(3), respectively, of the Internal Revenue Code. ANCOR Service Corporation is taxed as a corporation for federal and state income tax purposes. Any activities of which we are aware that would jeopardize ANCOR'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.
- 23. We acknowledge our responsibility for presenting the consolidating schedules of financial position and activities 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.
- 24. In regard to the tax services, preparation of the financial statements and supplementary information, and bookkeeping services performed by you, we have—
  - Assumed all management responsibilities.
  - Overseen the services by designating an individual who possesses suitable skill, knowledge, and/or experience.
  - Evaluated the adequacy and results of the services performed.
  - Accepted responsibility for the results of the services.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of American Network of Community Options and Resources to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.

Barbara Merrill Barbara Merrill Chief Executive Officer Cynthia R. Allen de Ramos Cynthia R. Allen de Ramos

Director of Finance

American Network of Community Options and Resources Summary of Audit Differences Year Ended December 31, 2020

		Financial Statement Effect—Amount of Over (Under) Statement of:													
Description (Nature) of Audit Difference	Factual, Judgmental, or Projected	Cause	To	Total Assets		Total Liabilities		Net Assets		Support and Revenue		Expenses		Change in Net Assets	
Related entity not consolidated	Factual	Management treats ANCOR-PAC as a related party rather than as a controlled entity that should be consolidated as required by GAAP.	\$	(16,971)	\$	-	\$	(16,971)	\$	(6,550)	\$	(12,815)	\$	6,265	
Effect of unadjusted audit differences—prior years									-		-		-		
Combined current and prior year audit differences		\$	(16,971)	\$	-	\$	(16,971)	\$	(6,550)	\$	(12,815)	\$	6,265		
Financial statement caption totals		\$ 3	3,891,182	\$	882,505	\$ 3	3,008,677	\$ 3	,685,611	\$ :	3,549,492	\$	136,119		
Current and prior year audit differences as % of financial statement captions				-0.4%		0.0%		-0.6%		-0.2%		-0.4%		4.6%	

# SIGNATURE CERTIFICATE



# REFERENCE NUMBER

F83775EB-575F-4A04-99D6-C299CD16AA8C

# TRANSACTION DETAILS

**Reference Number** 

F83775EB-575F-4A04-99D6-C299CD16AA8C

**Transaction Type** 

Signature Request

Sent At

06/11/2021 11:40 EDT

**Executed At** 

06/15/2021 14:19 EDT

**Identity Method** 

email

**Distribution Method** 

email

**Signed Checksum** 

26aa67 fc 03 ad 82 aabcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 aa 00 dd 008f4c 89fa5cb 103f4e a0 acaaaa abcebbab 3e 26b7 da 300 acaaa abcebbab 3e 26b7 da 300 acaaaa abcebbab 3e 26b7 da 300 acaaaa abcebbab 3e 26b7 da 300 acaaaa abcebbab 3e 26b7 da 300 acaaaa

**Signer Sequencing** 

Disabled

**Document Passcode** 

Disabled

#### **DOCUMENT DETAILS**

**Document Name** 

Ancor Rep Letter

**Filename** 

ancor\_rep\_letter.pdf

Pages

3 pages

**Content Type** 

application/pdf

File Size

85.3 KB

Original Checksum

561c34383a1914ca071dbdce668710ff177c3d3a7c3264ec9e79c20d5fccc11d

# SIGNERS

SIGNER	E-SIGNATURE	EVENTS					
Name Barbara Merrill	<b>Status</b> signed	Viewed At 06/15/2021 14:19 EDT Identity Authenticated At 06/15/2021 14:19 EDT Signed At 06/15/2021 14:19 EDT					
Email bmerrill@ancor.org	Multi-factor Digital Fingerprint Checksum  d44ae98e1a7e2fdb1c153dfe4dda8997f7c55afb4730eb2ffdff1746f93d7c33						
Components 1	IP Address 50.79.15.173						
	<b>Device</b> Chrome via Windows						
	Typed Signature						
Name	Signature Reference ID 5F389721  Status  Viewed At						
Cindy Ramos	signed	06/11/2021 17:43 EDT Identity Authenticated At 06/11/2021 17:47 EDT Signed At 06/11/2021 17:47 EDT					
Email cramos@ancor.org	Multi-factor Digital Fingerprint Checksum 876b67c7b02ad259ed35821af8d32b01232c30f5b6c89438b7e08ff2f3647de3						
Components 1	IP Address 173.73.110.240						
	<b>Device</b> Chrome via Windows						
	Typed Signature						
	Cynthia R. Allen de Ramos						

Signature Reference ID

DC03B9BA

# **AUDITS**

TIMESTAMP	AUDIT
06/11/2021 11:40 EDT	Janet Henk (janet.henk@wegnercpas.com) created document 'ancor_rep_letter.pdf' on Chrome via Windows from 66.222.124.178.
06/11/2021 11:40 EDT	Barbara Merrill (bmerrill@ancor.org) was emailed a link to sign.
06/11/2021 11:40 EDT	Cindy Ramos (cramos@ancor.org) was emailed a link to sign.
06/11/2021 17:43 EDT	Cindy Ramos (cramos@ancor.org) viewed the document on Chrome via Windows from 173.73.110.240.
06/11/2021 17:47 EDT	Cindy Ramos (cramos@ancor.org) authenticated via email on Chrome via Windows from 173.73.110.240.
06/11/2021 17:47 EDT	Cindy Ramos (cramos@ancor.org) signed the document on Chrome via Windows from 173.73.110.240.
06/15/2021 14:19 EDT	Barbara Merrill (bmerrill@ancor.org) viewed the document on Chrome via Windows from 50.79.15.173.
06/15/2021 14:19 EDT	Barbara Merrill (bmerrill@ancor.org) authenticated via email on Chrome via Windows from 50.79.15.173.
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