

Jewish Family Service of San Diego

Report to the Audit Committee and
Board of Directors

Year Ended June 30, 2018



JEWISH FAMILY SERVICE OF SAN DIEGO
Report to the Audit Committee and Board of Directors
Year Ended June 30, 2018

Table of Contents

	Page
Executive Summary	1
Auditors' Communication with Those Charged with Governance	2
Control Improvement Recommendations	4
Adjusted and Proposed Journal Entries	5
Management Representation Letter	8

JEWISH FAMILY SERVICE OF SAN DIEGO

Executive Summary

Year Ended June 30, 2018

To assist you in your responsibilities as a member of the Audit Committee, this section summarizes the most significant conclusions reached and issues addressed during our audit of Jewish Family Service of San Diego for the year ended June 30, 2018.

SIGNIFICANT CONCLUSIONS AND ISSUES

We have completed our audit and issued our report, dated February 8, 2019. Based on our work performed:

- Our audit scope was in accordance with that communicated in our engagement letter dated May 14, 2018.
- We rendered an unmodified opinion on the June 30, 2018 consolidated financial statements.
- We rendered an unmodified opinion on compliance over major programs.
- We identified two items that we consider to be significant deficiencies.
- We did not identify any conditions we consider to be material weaknesses in controls over compliance.
- Audit areas designated as greater than normal risk have been addressed and resolved to our satisfaction, in the context of the overall fairness of the presentation of the consolidated financial statements.
- We received the full cooperation of management and staff throughout the audit and were kept informed as to developments and plans affecting our audit scope.

The following report includes required communications and additional information for the benefit of the Audit Committee.

February 8, 2019

To the Board of Directors
Jewish Family Service of San Diego
San Diego, California

We have audited the consolidated financial statements of Jewish Family Service of San Diego (the Organization) for the year ended June 30, 2018, and have issued our report thereon dated February 8, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We communicated such information on August 28, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 2 to the consolidated financial statements. No new significant accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2018. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the consolidated financial statements in the proper period.

Accounting estimates are an integral part of the consolidated 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 consolidated financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the consolidated financial statements were:

Management's estimate regarding the collectability of the contributions receivable as well as the discount rate used to determine the present value of the future cash flows. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the consolidated financial statements taken as a whole.

Management's estimate regarding the fair value of the investments held at Jewish Community Foundation and other external custodians. Estimates are based on information that was provided by these outside organizations and consistent with the valuations made in previous years. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the consolidated financial statements taken as a whole.

Management's allocation of functional expenses. Allocations are based on various factors that include payroll allocation, space allocation, and usage allocations. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the consolidated financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users. The most sensitive disclosures affecting the consolidated financial statements were:

The disclosure of the fair value of investments in Notes 2, 5 and 8 due to the judgment necessary in the classification of the fair value hierarchy.

The disclosure of the endowment funds in Note 12 due to the significance of value and restrictions placed on the Organization.

The disclosures in the consolidated financial statements 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 known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The schedule on page 5 of this report summarizes the corrected and uncorrected misstatements. Management has determined that the effects of the uncorrected misstatements are immaterial to the consolidated financial statements as a whole. In addition, the misstatements detected as a result of audit procedures and corrected by management are not material to the consolidated financial statements as a whole.

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 consolidated financial statements or the auditors' 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 February 8, 2019, and included in this report for your reference.

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 Organization'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 the Organizations' 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 supplemental information accompanying the consolidated 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 the Uniform Guidance and the information is appropriate and complete in relation to our audit of the consolidated financial statements. We compared and reconciled the supplemental information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

This information is intended solely for the use of management, the Audit Committee, and the Board of Directors of Jewish Family Service of San Diego and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Aldrich CPAs + Advisors LLP

JEWISH FAMILY SERVICE OF SAN DIEGO

Control Improvement Recommendations

Year Ended June 30, 2018

Current Year Recommendation

Jewish Family Service- Adopt an Investment Policy

The Organization has approximately 40% of their balance sheet in investments, including endowments. The Organization should develop a written formal investment policy, which could include provisions such as the following:

- The investment objectives (that is, increase earnings, provide specific returns, or maintain accessible cash reserves)
- The person authorized and responsible for investments.
- The maximum amounts for investments and approval criteria.
- The types of authorized investments.
- The desired mix of products (especially those considered to create risk)
- A goal for the amount of return expected.
- The maximum length of time cash can be committed.
- The criteria for investments versus debt repayment.
- The handling of emergency cash needs.

Prior Year Recommendations

Jewish Family Service- Vendor Set Up

During review of the accounts payable process, it was noted that any individual with access to the accounting software had access rights to create new vendors or alter any existing vendors without any limitations or oversight. We recommend that management review the controls within the accounting software to set restrictions and develop a formal process of approval for vendor creation and alteration.

Current Status: The controls in Financial Edge have been updated to address this recommendation.

Jewish Family Service- Cash Disbursements

We noted that there was a risk for missing approvals of cash disbursements during the year due to the turnover in staff in the accounting department. Due to this risk we sampled a selection of cash disbursements to review for approval. The controls that were in place required 4 different reviews of a single payment. In our testing we noted one item in our sample for which one of the reviews was missing. The other three were completed according to the required process. We recommend that a thorough review of the processes and controls be performed by management to ensure that the controls are implemented and effective.

Current Status: There were no similar issues noted in the year ended June 30, 2018. The Organization has implemented controls to ensure proper review.

Charitable Auto Resources, Inc. and Charitable Adult Rides and Services, Inc.- Employee Policies

During our audit it was noted that one employee was made exempt from the vacation accrual policy but there was no documentation of what his policy should be. This results in the risk that the Organization will pay out more vacation pay than necessary because there should be a limit that is documented and agreed upon. We also noted for this employee that the changes in his vacation accrual in the time keeping system do not reconcile to his time sheets and the ending balance of his account. Due to the fact that there is no documented policy for this employee, it is difficult to know what the amount owed to him is at the end of the year. We recommend that a written agreement regarding his vacation accrual be prepared, signed, and saved in the employee file and that his vacation accrual be monitored to ensure that it is in accordance with the agreement.

Current Status: This comment is current for this fiscal year.

JEWISH FAMILY SERVICE OF SAN DIEGO

Adjusted and Proposed Journal Entries

Year Ended June 30, 2018

Jewish Family Service

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1			
To reconcile investments in subsidiaries.			
11-1475	Investment in Sub - CARS	50,540	
11-4801	CARS CA Net Income - GAAP	186,615	
11-1476	Investment in Sub - CARS EO		186,615
11-4801	CARS CA Net Income - GAAP		50,540
Total		<u>237,155</u>	<u>237,155</u>
Adjusting Journal Entries JE # 2			
To remove revenue that should be deferred.			
11-4972	Grants - State	77,876	
11-2400	Unearned Revenue		77,876
Total		<u>77,876</u>	<u>77,876</u>
Adjusting Journal Entries JE # 201			
To record the revenue that should have been recognized			
11-2400	Unearned Revenue	158,339	
11-4400	In-kind donations		158,339
Total		<u>158,339</u>	<u>158,339</u>
CARS			
Adjusting Journal Entries JE # 1			
To reconcile intercompany payables and receivables.			
2199	CARS-Accrued Liabilities	50,000	
3510	CARS-Dividends		50,000
Total		<u>50,000</u>	<u>50,000</u>

JEWISH FAMILY SERVICE OF SAN DIEGO

Adjusted and Proposed Journal Entries

Year Ended June 30, 2018

CARS CA

Adjusting Journal Entries JE # 1

To reconcile intercompany investment in CCAA.

	4400	CARS-CA-Equity in Capital City Auto Auction Earnings	25,528	
	1477	CARS-CA-Investment in Sub - Capital City Auto Auction		25,528
Total			<u><u>25,528</u></u>	<u><u>25,528</u></u>

Adjusting Journal Entries JE # 2

Reclassify amounts received from customers to help cover expenses

	7040	CARS-CA-Postage	93,827	
	4330	CARS-CA-Other Fees		93,827
Total			<u><u>93,827</u></u>	<u><u>93,827</u></u>

Adjusting Journal Entries JE # 3

To reclassify vendors with credit balances in accounts receivable.

	1270	CARS-CA-Accounts Receivable	34,375	
	2100	Accrued Agency Fees		34,375
Total			<u><u>34,375</u></u>	<u><u>34,375</u></u>

Proposed JE # 1001

To reverse accrual for audit and tax services for FY18

	2199	CARS-CA-Accrued Liabilities	15,750	
	7000	CARS-CA-Audit & Legal		15,750
Total			<u><u>15,750</u></u>	<u><u>15,750</u></u>

Proposed JE # 1002

To adjust depreciation at 6/30/18 based on recalculation.

	7990	CARS-CA-Depreciation & Amortization	8,908	
	1742	CARS-CA-Acc. Amortization - Software		8,908
Total			<u><u>8,908</u></u>	<u><u>8,908</u></u>

JEWISH FAMILY SERVICE OF SAN DIEGO

Adjusted and Proposed Journal Entries

Year Ended June 30, 2018

CCAA

Adjusting Journal Entries JE # 1

To reconcile intercompany accounts between CARS CA and CCAA

6170	Computer and Internet Expenses	10	
6671	Legal & Professional Fees	138	
3950	Notes Payable-Charitable Adult Ride & Services		148
Total		148	148

Adjusting Journal Entries JE # 2

To record accrued payroll as 6/30/2018.

6420	Office Labor	12,133	
6427	Employee Bonuses	11,275	
2100	Payroll Liabilities		23,408
Total		23,408	23,408

Adjusting Journal Entries JE # 3

To reconcile retained earnings to the prior year issued statements.

3100	Retained Earnings	1,763	
6670	Professional fees		1,763
Total		1,763	1,763

Our Purpose

Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier, more resilient San Diego



Jewish Family Service

Moving Forward Together

February 8, 2019

Chair

Marie G. Raftery

1st Vice Chair

Adam Welland

2nd Vice Chair

Emily Jennewein

Treasurer

Sheryl L. Rowling

Secretary

Marcia Foster Hazan

Directors

Jan Adler

Deborah Bucksbaum

Aaron Cohn

Sheldon Derezin

Theresa Dupuis

Kira Finkenberg

Susanna Flaster

Kate Kassar

Michael Lees

Dr. Jenny Meiselman

Gabrielle Oratz

Scott Schindler

Brad Slavin

Joel Smith

Rabbi Jonathan Stein

Karin Toronto

Chief Executive Officer

Michael Hopkins, MSW

Aldrich CPAs + Advisors LLP
7676 Hazard Center Drive, Suite 1300
San Diego, California 92108

This representation letter is provided in connection with your audits of the consolidated financial statements of Jewish Family Service of San Diego (the Organization), which comprise the consolidated statements of financial position as of June 30, 2018 and 2017, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements, for the purpose of expressing an opinion as to whether the consolidated 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, as of February 8, 2019, the following representations made to you during your audit.

Consolidated Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 14, 2018, including our responsibility for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. GAAP.
- 2) The consolidated 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 the consolidated 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 noted below.

Proposed JE # 1001			
To reverse accrual for audit and tax services for FY18			
2199	CARS-CA-Accrued Liabilities	15,750	
7000	CARS-CA-Audit & Legal		15,750
Total		<u><u>15,750</u></u>	<u><u>15,750</u></u>

Proposed JE # 1002			
To adjust depreciation at 6/30/18 based on recalculation.			
7990	CARS-CA-Depreciation & Amortization	8,908	
1742	CARS-CA-Acc. Amortization - Software		8,908
Total		<u><u>8,908</u></u>	<u><u>8,908</u></u>

- 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) Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.
- 12) Receivables recorded in the consolidated financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
- 13) Investments are valued based on the three levels of the fair value hierarchy under the Financial Accounting Standards Board framework for measuring fair value as disclosed in Notes 5 and 8 of the consolidated financial statements. We have reviewed the valuation and the inputs to verify the classification is accurate. All investments held at Jewish Community Foundation are legal assets of Jewish Family Service of San Diego. Jewish Family Service of San Diego is the primary beneficiary for all assets reported as beneficial interest held by Comerica Bank, Jewish Community Foundation, and JFS Foundation.
- 14) Based on our analysis of donor restrictions, all temporarily restricted and permanently restricted amounts have been properly recorded and are released only in accordance with donor restrictions.
- 15) The allocation of functional expenses between program, fundraising, and general and administrative is based on our analysis of the activities of Jewish Family Service of San Diego and Charitable Adult Rides & Services, Inc.
- 16) The following, if any, have been properly recorded or disclosed in the consolidated financial statements:
- Related party transactions, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - Guarantees, whether written or oral, under which the Organization is contingently liable.
 - Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB Accounting Standards Codification 275, Risks and Uncertainties
- 17) There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the consolidated financial statements. We understand that near term means the period within one year of the date of the consolidated financial statements. In addition, we have no knowledge of concentrations existing at the date of the consolidated financial statements that make the organization vulnerable to the risk of a near-term severe impact that have not been properly disclosed in the consolidated financial statements. We understand that concentrations include 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. We further understand that severe impact means a significant financially disruptive effect on the normal functioning of the Organization.
- 18) As part of your audit, you assisted with preparation of the consolidated financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the

results of the services. We have reviewed, approved, and accepted responsibility for those consolidated financial statements and related notes and schedule of expenditures of federal awards.

Information Provided

- 19) 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 consolidated 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 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.
- 20) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 21) 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.
- 22) We have no knowledge of any fraud or suspected fraud that affects the Organization 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 consolidated financial statements.
- 23) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's consolidated financial statements communicated by employees, former employees, grantors, regulators, or others.
- 24) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing the consolidated financial statements.
- 25) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 26) We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the consolidated financial statements.
- 27) 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.
- 28) 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.
- 29) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; 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.
- 30) Jewish Family Service of San Diego, JFS Foundation, LLC, JFS Holdings, LLC, 8788 Balboa Avenue, LLC, and CARS nonprofit are public charities and are exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation 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.
- 31) Charitable Auto Resources, Inc. is a Delaware corporation subject to federal and state income taxes on its net earnings. Capital City Auto Auction, Inc. is a California corporation subject to federal and state income taxes on its net earnings. All required filings with tax authorities are up-to-date.
- 32) In regards to the non-attest services performed by you, such as assistance with drafting the consolidated financial statements and notes, and performing certain computations, we have:
 - a) Made all management decisions and performed all management functions.

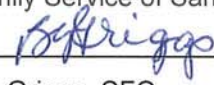
- b) Designated an individual with suitable skill, knowledge, or experience to oversee the services.
 - c) Evaluated the adequacy and results of the services performed.
 - d) Accepted responsibility for the results of the services.
- 33) We acknowledge our responsibility for presenting the supplemental information in accordance with U.S. GAAP, and we believe the supplemental information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplemental 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.
- 34) With respect to federal award programs:
- a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or 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 or presentation of the SEFA.
 - c) 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 issue the SEFA and the auditor's report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, 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.
 - e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
 - f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
 - g) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
 - h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
 - i) We have complied with the direct and material compliance requirements including, when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards.
 - j) We have disclosed any communications from federal awarding agencies 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 auditor's report.
 - k) 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

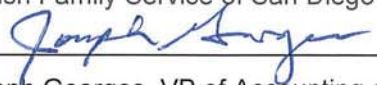
compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) [and OMB Circular A-122, *Cost Principles for Nonprofit Organizations*, and Subpart C, Section 23, *Cost Sharing or Matching*, of OMB Circular A-110, *Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, if applicable].
 - m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
 - n) 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.
 - o) 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.
 - p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
 - q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
 - r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
 - s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - t) We have charged costs to federal awards in accordance with applicable cost principles.
 - u) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, 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.
 - v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
 - w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
 - x) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
 - y) 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.
- 35) We have a process to track the status of audit findings and recommendations.
- 36) 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.
- 37) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

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 Jewish Family Service of San Diego or related consolidated entities, 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.

Signature: 
Michael Hopkins, CEO
Jewish Family Service of San Diego

Signature: 
Bernadette Griggs, CFO
Jewish Family Service of San Diego

Signature: 
Joseph Georges, VP of Accounting and Admin Services
CARS and CARS CA