



Communication with Those Charged with Governance

December 10, 2008

To the Workforce Development Board Membership
Southwest Wisconsin Workforce Development Board, Inc.
Platteville, Wisconsin

We have audited the financial statements of Southwest Wisconsin Workforce Development Board, Inc. for the year ended June 30, 2008, and have issued our report thereon dated November 24, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America and OMB Circular A-133

As stated in our engagement letter dated October 7, 2008, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered Southwest Wisconsin Workforce Development Board, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether Southwest Wisconsin Workforce Development Board, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with OMB Circular A-133, we examined, on a test basis, evidence about Southwest Wisconsin Workforce Development Board, Inc.'s compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on Southwest Wisconsin Workforce Development Board, Inc.'s compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on Southwest Wisconsin Workforce Development Board, Inc.'s compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on November 3, 2008.

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 Southwest Wisconsin Workforce Development Board, Inc. 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 ended June 30, 2008. We noted no transactions

entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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 expenses by function is based on an analysis of the hours and resources spent on the Organization's program services and supporting activities. 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.

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 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. The following material misstatements detected as a result of audit procedures were corrected by management:

We proposed an adjustment of an expense for the year ended June 30, 2009 treated as a current year expense. A corresponding adjustment was made to reduce accounts payable as of June 30, 2008. We also proposed an adjustment of an amount included in both prepaid expenses and accounts payable at June 30, 2008.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as 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 November 24, 2008.

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 Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the board membership and management of Southwest Wisconsin Workforce Development Board, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Wegner LLP
CPAs & Consultants

A handwritten signature in black ink, appearing to read "Scott R. Haumersen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott R. Haumersen, CPA
Partner

Southwest Wisconsin Workforce Development Board, Inc.
Summary of Audit Differences
Year Ended June 30, 2008

Description (Nature) of Audit Difference	Known or Likely	Cause	Financial Statements Effect—Amount of Over (Under) Statement of:					
			Total Assets	Total Liabilities	Net Assets	Revenues	Expenses	Change in Net Assets
Organization's share of Virtual Job Center operations charged to WIA grants	Known	Amounts charged to grants in advance of events that cause recognition as expenses in accordance with generally accepted accounting principles	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -
Adjust grant revenue and receivables for reversal of Organization's share of Virtual Job Center operations charged to WIA grants	Known	Amounts charged to grants in advance of events that cause recognition as expenses in accordance with generally accepted accounting principles	10,000	-	10,000	10,000	-	10,000
Accrued payroll and related liabilities not recorded as of year-end	Known	Payroll and related amounts are recorded as expenses when paid.	-	(35,792)	35,792	-	(35,792)	35,792
Adjust grant revenue and receivables for effect of accrued payroll and related liabilities not recorded as of year-end	Known	Payroll and related amounts are recorded as expenses when paid.	(35,792)	-	(35,792)	(35,792)	-	(35,792)
Effect of unadjusted audit differences—prior years						29,395	29,395	-
Net audit differences			<u>\$ (25,792)</u>	<u>\$ (35,792)</u>	<u>\$ 10,000</u>	<u>\$ 13,603</u>	<u>\$ 3,603</u>	<u>\$ 10,000</u>
Financial statement caption totals			\$ 359,763	\$ 159,994	\$ 199,769	\$ 2,939,008	\$ 2,893,326	\$ 45,682
Net audit differences as % of financial statement captions			-7.17%	-22.37%	5.01%	0.46%	0.12%	21.89%