



1 Franklin St.  
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catskillpubliclibrary.org

May 16, 2024

UHY LLP

45 Five Mile Woods Road, Suite 4

Catskill, NY 12414

This representation letter is provided in connection with your audit of the financial statements of Catskill Public Library (the "Organization"), which comprise the statement of assets, liabilities, and net assets – cash basis as of December 31, 2023, and the related statements of revenues, expenses, and changes in net assets – cash basis and functional expenses – cash basis for the year then ended, and the related notes to the financial statements, to express an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with the cash basis of accounting.

Certain representations in this letter are 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 the 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.

Except where otherwise stated below, immaterial matters less than \$1,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount does not necessarily indicate amounts that would require adjustment to or disclosure in the financial statements.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of May 16, 2024:

#### Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 18, 2024, for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting.
- 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.
- We acknowledge our responsibility for designing, implementing, and maintaining internal controls to prevent and detect fraud.
- The methods, data, and significant assumptions we use in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of the cash basis of accounting.
- All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the cash basis of accounting.

- All events after the date of the financial statements and for which the cash basis of accounting requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. There are no known uncorrected misstatements.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with the cash basis of accounting.
- We have complied with all contractual agreements, grants, and donor restrictions.
- We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
- We have accurately presented the entity's position regarding taxation and tax-exempt status.
- The basis used for the allocation of functional expenses is reasonable and appropriate.
- We have included in the financial statements all assets and liabilities under the entity's control, as appropriate under the cash basis of accounting.
- We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.
- Reclassifications between net asset classes are proper. There were none.
- Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.
- Catskill Public Library is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other taxes, have been disclosed to you. All required filings with tax authorities are up to date.
- 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 except what has been disclosed to you.
- We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.
- With respect to the preparation of the financial statements and the 990, we have performed the following:
  - Made all management decisions and performed all management functions;

- Assigned a competent individual to oversee the services;
- Evaluated the adequacy of the services performed;
- Evaluated and accepted responsibility for the result of the service performed; and
- Established and maintained internal controls, including monitoring ongoing activities.

#### 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; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - A written acknowledgement of all the documents that we expect to issue that will be included in the annual report and the planned timing and method of issuance of that annual report;
  - A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
  - The financial statements and any other information included in the annual report are consistent with one another, and the other information does not contain any material misstatements.
  - All transactions have been recorded in the accounting records and are reflected in 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, analysts, regulators, or others.



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- We have no knowledge of any noncompliance or suspected noncompliance with laws, regulations, contracts, and grant agreements whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
- 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.

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Christopher Leary, Library Director

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Joan Miller, Bookkeeper