



October 18, 2017

The Board of Directors  
Valley Forge Towers South Condominium Association  
1000 Valley Forge Circle  
King of Prussia, PA 19406

In planning and performing our audit of the financial statements of Valley Forge Towers South Condominium Association as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered Valley Forge Towers South Condominium Association's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we considered to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in Valley Forge Towers South Condominium Association's internal control to be significant deficiencies:

#### BOARD APPROVAL FOR MAJOR RENOVATIONS

The Board should consider getting multiple quotes for major renovations to the property. Perkin Design has been used exclusively for lobby and hall renovations since 2013 without the Association getting competing quotes. During our audit, it was noted that the contracts with Perkin lack a breakdown of costs and that the down payments required sometimes exceed industry standards. Using a contractor successfully once does not preclude the Association from making sure that future contracts are reasonable.

#### INTERNAL CONTROLS AND SEGREGATION OF DUTIES

Internal controls are designed to safeguard assets and help detect losses from dishonesty or error. A fundamental concept in a good system of internal control is the segregation of duties. Although the size of the Association's staff limits the adherence of this concept, whatever practices that can be implemented to improve existing internal controls without impairing efficiencies should be considered. In reviewing procedures and controls related to cash receipts and cash disbursements functions, we noted the bookkeeper, Rebekah Grieves, has more responsibility than is optimal. Note that this comment is not meant to imply that we identified any unauthorized activity. Examples of proper segregation of duties is as follows:

- Separation of creating vendors in a system from posting and paying invoices. This helps to prevent fictitious customers with fictitious invoices.
- Purchase order approval should be separate from the person writing the checks
- Reconciling the bank should be done by someone who is not in charge of making deposits, writing checks and paying employees
- The person hiring should not set the compensation
- Separating the roles of managing cash deposits from the ability to adjust the tenant accounts



#### RESERVE STUDY

In order to budget adequate additions to the reserve for replacements, a reserve study should be done every ten years to estimate the remaining useful lives of the structural and mechanical components of common property. A reserve study has not been done since 2003. We recommend the Board consider having a reserve study done within the next year.

#### HOLIDAY CASH ACCOUNT

The holiday cash account transactions should be included in the books and records of the Association and the amounts paid to employees should be either included in their payroll or they should be issued 1099s if the amount is over \$600. It is understood that the money deposited into this account is considered gifts from the residents, but the residents do not determine where the money goes.

#### NEED FOR ADDITIONAL ACCOUNTING KNOWLEDGE

There is no one on staff that has the level of accounting knowledge necessary to adjust the books to the accrual basis of accounting which is required for GAAP (Generally Accepted Accounting Principles) basis financial statements. Every year our firm must assist the Organization in creating the Accounts Payable, Accrued Expenses, and Prepaid Expenses. Either the Bookkeeper or Building Manager should take an accounting course to gain the knowledge necessary to keep the books on an accrual basis. It is our understanding that no one has taken an accounting course as suggested in last year's management letter.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Association, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Borislow, Factor & Kaufmann, LLC*