Board of Directors
United Way of Pennsylvania and Affiliated Entity
Harrisburg, Pennsylvania

This letter is intended to inform the Board of Directors of the United Way of Pennsylvania and Affiliated Entity (the Organization), about significant matters related to the conduct of the annual audit as of and for the year ended December 31, 2023, so it can appropriately discharge its oversight responsibility, and that we comply with our professional responsibilities to the Board of Directors.

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process:

The Auditor's Responsibility under Auditing Standards Generally Accepted in the United States of America; *Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act, and Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR 200 (Uniform Guidance)*

As stated in our engagement letter dated January 10, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the consolidated 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 consolidated financial statements does not relieve you or management of your responsibilities.

Our audit of the consolidated financial statements of the Organization, for the year ended December 31, 2023, was conducted in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards*; issued by the Comptroller General of the United States; the Single Audit Act, and Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR 200 (Uniform Guidance). Those standards, provisions, circular and supplement require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Accordingly, the audit was designed to obtain reasonable assurance, rather than absolute, assurance about the financial statements. We believe our audit accomplished that objective.

In accordance with *Government Auditing Standards*, we have also performed tests of controls over internal control over financial reporting and tests of compliance with certain provisions of laws, regulations, contracts and grant agreements that contribute to the evidence supporting our opinion on the consolidated financial statements. However, they do not provide a basis for opining on the Organization's internal control over financial reporting or on compliance and other matters.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.

Accounting Policies and Practices

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

The Members of the Board have the ultimate responsibility for the appropriateness of the accounting policies used by the Organization.

The following is a description of significant accounting policies which were adopted during the year ended December 31, 2023:

> In June 2016, the Financial Accounting Standards Board (FASB) issued guidance (ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that aren't measured at fair value through net income. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Organization that are subject to the guidance in FASB ASC 326 were trade accounts receivable. The Organization adopted the standard effective January 1, 2023. The impact of the adoption was not considered material to the financial statements and primarily resulted in new/enhanced disclosures only.

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

We did not discuss with management any alternative treatments within accounting principles generally accepted in the United States of America for accounting policies and practices related to material items during the current audit period.

Management Judgments and Accounting Estimates

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 estimate affecting the consolidated financial statements was the cost allocation among functional expenses. The Board of Directors may wish to monitor throughout the year the process used to compute and record these accounting estimates.

Management Judgments and Accounting Estimates (Continued)

Management has informed us they used all relevant facts available to them at the time to make the best judgments about accounting estimates and we considered this information in the scope of our audit. We evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the consolidated financial statements taken as a whole.

Financial Statement Disclosures

The disclosures in the consolidated financial statements are neutral, consistent and clear. Certain financial statement disclosures are particularly sensitive because of their significance to the financial statement users.

We evaluated the key factors and assumptions used to develop the disclosures in determining that all disclosures were neutral, consistent and clear in relation to the consolidated financial statements taken as a whole.

Audit Adjustment

All audit adjustments proposed by us were accepted by management.

Uncorrected Misstatements

There were no uncorrected misstatements accumulated by us during our audit.

Supplementary Information

With respect to the supplementary information accompanying the consolidated financial statements, we made certain inquires of management and evaluated the form, content and methods of preparing the information to determine the information complies with U.S. Generally Accepted Accounting Principles, 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 consolidated financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the consolidated financial statements or to the consolidated financial statements themselves.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the consolidated financial statements.

Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed with Management

No significant issues arising from the audit were discussed with or the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any difficulties in dealing with management relating to the performance of the audit.

Shared Responsibilities for Independence

Independence is a joint responsibility and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and *Government Accountability Office* (GAO) independence rules. For Boyer & Ritter LLC to fulfill its professional responsibility to maintain and monitor independence, it is essential that management, the Board of Directors and Boyer & Ritter LLC each play an important role.

Our Responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. Boyer & Ritter LLC is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality control over compliance with independence rules and firm policies.

The Organization's Responsibilities

- Timely inform Boyer & Ritter LLC, before the effective date of transactions or other business changes, of the following:
  - New affiliates, directors, officers, or person in financial reporting and compliance oversight roles.
  - Changes in the reporting entity impacting affiliates such as partnerships, related entities, investments, and joint ventures.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Organization and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with Boyer & Ritter LLC.
- Not entering into arrangements of non-audit services resulting in Boyer & Ritter LLC being involved in making management decisions on behalf of the Organization.
- Not entering into relationships resulting in Boyer & Ritter LLC., Boyer & Ritter LLC covered persons or their close family members, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Organization.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated DATE, 2024.

Other Information in Documents Containing Audited Financial Statements

We are not aware of any other documents that contain the audited basic consolidated financial statements. If such documents were to be published, we would have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the Organization.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the United Way of Pennsylvania and Affiliated Entity.

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

Camp Hill, Pennsylvania
DATE, 2024