

(FIRM LETTERHEAD)

Date

CliftonLarsonAllen, LLP
Attention: Jim Piotrowski
131 Hartwell Avenue
Suite 300
Lexington, MA 02421-3105

Ladies and Gentlemen:

We have audited the financial statements of the *Sample Entity* as of and for the year ended *[insert period of the financial statements covered by the audit report]*, and you have asked us to confirm that we complied with the ethical requirements contained in auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States that are relevant to the group audit, including independence requirements¹. This letter is furnished to you because you will express an opinion on the Annual Comprehensive Financial Report (ACFR) of The Commonwealth of Massachusetts which contains consolidated statements for Component Units and State Colleges and Universities, one of which is *Sample Entity*.

We are familiar with the ethical requirements, including independence, of the American Institute of Certified Public Accountants (AICPA) and *Government Auditing Standards*. As it relates to *Sample Entity*, our firm has been independent for the period of engagement as defined by the AICPA and *Government Auditing Standards*. Enclosed, please find a copy of our firm's most recent peer review report.

We also confirm that as of *[insert period of the financial statements covered by the audit report]* there are no related parties, as defined in GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, in

¹ In accordance with AICPA independence standards (ET 101.10), a component auditor who is auditing the financial statements of a major fund, nonmajor fund, internal service fund, fiduciary fund, or component unit of the reporting entity (group) of a government should be independent with respect to those financial statements the covered person is reporting on. The component auditor is not required to be independent of the primary government or other funds or component units of the reporting entity (group). However, the component auditor (i.e. covered member(s) and his or immediate family) should not hold a key position within the primary government of the reporting entity (group). Accordingly, the component auditor should confirm that they are independent of the component they are auditing (not the entire reporting entity of the group).

addition to those you communicated to us in Attachment 1. We understand that your primary audit objectives associated with related party relationships and transactions are to:

- a. Determine the existence of related parties and identify transactions with related parties during the period and balances with them at the end of the period;
- b. Obtain an understanding of related party relationships and transactions sufficient to identify and assess the risks of material misstatement of the group financial statements;
- c. Examine identified related party transactions; and
- d. Determine the adequacy of disclosure.

Or, if there are additional related parties use the following:

We also provide the enclosed list of related parties, as defined in GASB Statement No. 62, that are in addition to the related parties communicated to us in Attachment 1.

With respect to our audit of the financial statements of the **Sample Entity**, we will update our audit procedures to identify subsequent events that occurred from the date of our report on the financial statements of **Sample Entity** to **[insert date]**, the expected date of your report of the group financial statements.

Based upon the procedures we performed and the representations received from the **Sample Entity's** management, we will notify you if we identify any subsequent events that may require adjustment to or disclosure in the group financial statements.

Signature: _____

Name of Audit Firm: _____

Date: _____

Attachment 1: Related Party Listing
Attachment 2: Peer Review Report

Attachment 1: Related Party Listing

Below is a listing of entities meeting the related party criteria as set forth by GASB Statement No. 62. Transactions with the entity and its elected or appointed officers should be considered.

Entity Name	Known Transactions
Commonwealth of Massachusetts	State appropriation Fringe benefit allocation

The following entities have no known transactions:

- The Massachusetts School Building Authority (MSBA)
- The Pension Reserves Investment Trust Fund (PRIT)
- The Massachusetts State Lottery Commission
- The Massachusetts Department of Transportation (MassDOT)
- The Massachusetts Clean Water Trust (MCWT)
- Commonwealth Health Insurance Connector Authority
- The Massachusetts Municipal Depository Trust (MMDT)
- The University of Massachusetts System
- Bunker Hill Community College
- Greenfield Community College
- Middlesex Community College
- North Shore Community College
- Berkshire Community College
- Bristol Community College
- Cape Cod Community College
- Holyoke Community College
- Massasoit Community College
- Massachusetts Bay Community College
- Mount Wachusett Community College
- Northern Essex Community College
- Quinsigamond Community College
- Roxbury Community College
- Springfield Community College
- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Art
- Massachusetts Maritime Academy
- Massachusetts College of Liberal Arts
- Salem State University
- Westfield State University
- Worcester State University
- The Massachusetts State College Building Authority (MSCBA)
- Massachusetts Convention Center Authority (MCCA)
- Massachusetts Development Finance Agency (MassDevelopment)
- Massachusetts Technology Park Corporation (MTPC)
- Massachusetts Clean Energy Center (CEC)
- Massachusetts Housing Partnership (MHP)

- Massachusetts Growth Capital Corporation (MGCC)
- Commonwealth Corporation
- Community Development Assistance Corporation (CEDAC)
- Massachusetts Life Sciences Center
- Commonwealth Zoological Corporation (Zoo)
- Berkshire Community College Foundation
- Bristol Community College Foundation
- Bunker Hill Community College Foundation
- Cape Cod Community College Educational Foundation, Inc.
- Greenfield Community College Foundation, Inc.
- Holyoke Community College Foundation
- Massasoit Community College Foundation
- Massachusetts Bay Community College Foundation, Inc.
- Middlesex Community College Foundation, Inc.
- North Shore Community College Foundation
- Springfield Technical Community College Foundation
- The Mount Waschusetz Community College Foundation, Inc.
- The Northern Essex Community College Foundation, Inc.
- The Quinsigamond Community College Foundation, Inc.
- The Roxbury Community College Foundation, Inc.
- The Bridgewater State University Foundation
- The Bridgewater Alumni Association of Bridgewater State University
- Fitchburg State University Foundation, Inc.
- Framingham State University Foundation, Inc.
- Massachusetts College of Art Foundation, Inc.
- Massachusetts College of Liberal Arts Foundation, Inc.
- The Massachusetts Maritime Academy Foundation, Inc.
- The Salem State University Foundation, Inc.
- Salem State University Assistance Corporation
- Westfield State University Foundation, Inc.
- Worcester State Foundation
- The University of Massachusetts Foundation