The Honorable Kristi Racines, CPA

State Auditor

Hershcler Building – 4th Floor East

122 West 25th Street

Cheyenne, Wyoming 82002

This representation letter is provided in connection with the audit of the basic financial statements of the State of Wyoming (the “State”) as of and for the year ended June 30, 2023.

We confirm, to the best of our knowledge and belief, the following representations made to you during the audit:

1. **GENERAL**

We confirm that we are responsible for the preparation and fair presentation of the financial information provided by us to the State Auditor’s Office (SAO), which is used in preparing the financial statements of financial position, changes in financial position, and cash flows in conformity with accounting principles generally accepted in the United States of America.

We acknowledge our responsibility for keeping proper accounts and records. We believe that the financial information referred to above is presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP.

1. **ACCOUNTING RECORDS AND TRANSACTIONS**

We have provided the State Auditor’s Office 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;
* Unrestricted access to persons from whom you determined it necessary to obtain audit evidence.
* Minutes of the meetings of the governing boards and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

1. **COMPLIANCE WITH LEGISLATION AND OTHER REQUIREMENTS**

In respect to operations during the year:

* We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
* We have no knowledge of noncompliance or suspected noncompliance with laws and regulations whose effects were considered when preparing financial information.
* We are aware of no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

We have identified and disclosed to the State Auditor’s Office:

* All laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determinations of financial statement amounts or other financial data significant to audit objectives.
* Violations (and possible violations) of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for disclosure in the auditor’s report on noncompliance.

We are responsible for:

* Compliance with laws, regulations, and provisions of contracts and grant agreements applicable to the State of Wyoming.
* Establishing and maintaining effective internal control over financial reporting.
* Complying, and we have complied, with the requirements of the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200,*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
* Understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our Federal programs.
* Establishing and maintaining, and we have established and maintained, effective internal control over compliance for Federal programs that provides reasonable assurance that we are managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on our Federal programs.

We have prepared the schedule of expenditures of Federal awards in accordance with Circular A-133 and have included expenditures made during the period being audited for all awards provided by Federal agencies in the form of grants, Federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

1. **FRAUD AND ERROR**

We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial information provided.

We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect our ability to record, process, summarize, and report financial data.

We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

We further understand that the term “fraud” includes misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets. Misstatements resulting from fraudulent financial reporting involve intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users. Misstatements resulting from misappropriation of assets involve the theft of an entity’s assets, often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.

We have no knowledge of allegations of fraud or suspected fraud, affecting the State’s financial statements involving:

* Management
* Employees who have significant roles in internal control
* Others where 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 State of Wyoming received in communications from employees, former employees, analysts, regulators, short sellers, or others.

We have taken timely and appropriate steps to remedy fraud, illegal acts, and violations of provisions of contracts or grant agreements, or abuse that has been reported.

**5 FINANCIAL STATEMENTS GENERALLY**

**Related Party Transactions**

We have disclosed to you the identity of all related parties and all the related-party relationships and transactions of which we are aware.

Related-party transactions, including those with component units for which the State is accountable, and interfund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, interfund transfers, long-term loans, leasing arrangements, and guarantees, have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

**Reporting Values**

The following have been properly recorded and/or disclosed in the financial information provided to the State Auditor’s Office:

* Guarantees, whether written or oral, under which the State is contingently liable.
* Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances.
* Any liens or encumbrances on assets or revenue or any assets or revenue which were pledged as collateral for any liability or which were subordinated in any way;
* The fair value of investments;
* Amounts of contractual obligations for construction and purchase of real property or equipment not included in the liabilities or encumbrances recorded on the books;
* Debt issue provisions;
* All leases and material amounts of rental obligations under long-term leases.
* All significant estimates and material concentrations known to management which are required to be disclosed. Significant estimates are estimates at the balance sheet date which could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur which would significantly disrupt normal finances within next year.
* Derivative financial instruments;
* Deposits and investment securities category of custodial credit risk;

There are no:

* Material transactions that have not been properly recorded in the accounting records underlying the financial information provided to SAO;
* Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency. In that regard, we specifically represent that we have not been designated as, or alleged to be, a potentially responsible party by the Environmental Protection Agency or any equivalent state agencies in connection with environmental contamination;
* Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by the Contingencies Topic of the FASB Accounting Standards Codification.
* Lines of credit or similar arrangements;
* Agreements to repurchase assets previously sold;
* Security agreements in effect under the Uniform Commercial Code;
* Liabilities which are subordinated in any way to actual or possible liabilities;
* Debt issue repurchase options or agreements, or sinking fund debt repurchase ordinance requirements;
* Authorized but unissued bonds and/or notes;
* Risk financing activities;
* Special and extraordinary items;
* Arbitrage rebate liabilities;
* Impairment of capital assets;
* Obsolete, damaged, or excess inventories;
* Intangibles or other assets which have permanently declined in value.
* Material losses to be sustained in the fulfillment of, or from the inability to fulfill, any service commitments;
* Material losses to be sustained as a result of purchase commitments.

We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities. In that regard:

* We have no significant amounts of idle property and equipment or property or equipment.
* We have no plans or intentions to discontinue the operations of any activities or programs or to discontinue any significant operations.

The effects of all known actual and possible litigation and claims have been accounted for in accordance with U.S. GAAP. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with Statement of Financial Accounting Standards No. 5 and/or GASB Statement No. 10. We believe the reserves related to litigation, claims and assessments at June 30, 2023 are adequate but not excessive.

We have no direct or indirect, legal or moral, obligation for any debt of any organization, public or private, or to special assessment bondholders that is not disclosed in the financial statements.

We have satisfactory title to all owned assets.

Expenses or expenditures have been appropriately classified in or allocated to functions and programs and allocations have been made on a reasonable basis.

Revenues are appropriately classified within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

Capital assets, including infrastructure assets, are properly capitalized, reported and depreciated.

We have no knowledge of any uncorrected misstatements in the financial statements or omitted, incomplete, and/or inaccurate disclosures.

We agree with the findings of specialists in evaluating the financial statement balances below and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

* Interactive Data Corporation – valuation of cash and pooled investments
* External Investment Managers – valuation of alternative investments
* Thompson Reuters – valuation of fixed income and derivative investments
* Oliver Wyman – valuation of the workers’ compensation claims and adjustment expenses liability
* Buck Consultants – valuation of the post-employee benefits (other than pensions) liability

**Accounting Estimates**

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable and reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take.

We are responsible for making the accounting estimates included in the financial statements. Those estimates reflect our judgment based on our knowledge and experience about past and current events and our assumptions about conditions we expect to exist and courses of action we expect to take. In that regard, adequate provisions have been made:

* To reduce receivables to their estimated net collectable amounts;
* To reduce investments which have permanently declined in value to their realizable values;
* For risk retention, including uninsured losses or loss retentions (deductibles) attributable to events occurring through June 30, 2023, and/or for expected retroactive insurance premium adjustments applicable to periods through June 30, 2023;
* For pension obligations, postretirement benefits other than pensions and deferred compensation agreements attributable to employee services rendered through June 30, 2023;
* For environmental clean-up obligations.

**Subsequent Events**

All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been provided to the SAO.

**Other**

We understand the information provided is used to prepare the State’s Comprehensive Annual Financial Report. This report and corresponding information provided is subject to an external examination made in accordance with auditing standards generally accepted in the United States of America and which is, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the entity taken as a whole, and the auditor’s tests of the financial records and other auditing procedures were limited to those deemed necessary for that purpose.

Agency Number

Signature - Agency Director Date

Printed Name - Agency Director

Signature - Chief Financial Officer Date

Printed Name – Chief Financial Officer