



To the Board of Directors
International Association of Schools of Social Work, Inc.
Alexandria, Virginia

In planning and performing our audit of the financial statements of the International Association of Schools of Social Work, Inc. (IASSW) as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered IASSW's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of IASSW's internal control. Accordingly, we do not express an opinion on the effectiveness of IASSW's internal control.

Our consideration of IASSW's internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in IASSW's internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain matters involving the internal control and other operational matters that are presented for your consideration. This letter does not affect our report dated July 2, 2018 on the financial statements of IASSW. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations. Our comments are summarized as follows:

Disbursements

A certain disbursement was recorded as expense in the period paid instead of the period in which it was incurred. At year-end, IASSW should consider holding the accounting records open for a period sufficient to capture any unrecorded liabilities and expenses. This will enable IASSW to record expenses in the appropriate accounting period and to obtain a more accurate record of total expenses incurred for the year.

Management's Response: Management will hold open the accounting records for a period of two months to capture and record all expenses in the appropriate year.

4550 MONTGOMERY AVENUE, SUITE 650 NORTH, BETHESDA, MARYLAND 20814
(301) 951-9090 • Fax (301) 951-3570 • WWW.GRFCPA.COM

Capitalization Policy

During the year, expenses amounting to approximately \$300 were capitalized. We further noted the accounting manual does not contain a capitalization policy that specifies a set dollar limit on fixed asset additions to be capitalized. Accordingly, we recommend IASSW establish a formally written policy whereby only purchases with a cost basis over a dollar threshold (i.e., \$500 or \$1,000) and having a useful life of one-year or more be capitalized. Purchases costing less than the established threshold or having a useful life of less than one-year should be expensed, in order to cut down time spent accounting for and tracking small fixed asset purchases.

Management Response: A draft capitalization policy has been prepared and submitted to the Board for approval at its next meeting. The policy supports the practice of capitalizing assets with a useful life of more than one year and costing more than \$1,000. The \$300 expenditure in 2017 was deemed to extend the useful life of the website asset.

Document Retention and Destruction Policy

We noted that IASSW does not have a formally written document retention and destruction policy. We recommend IASSW establish record retention requirements that provides for a specified time period of retention for documents and provides for their destruction after a certain period. The retention dates should be appropriate for the various types of records. For instance, some records should be retained permanently while others should be held for shorter periods of time.

Management Response: The recommendation regarding a Document Retention and Destruction Policy has been referred to the Secretary and the chair of the Archives Committee for action.

IASSW's written responses to the matters identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

This communication is intended solely for the information and use of the Audit Committee, Board of Directors, management and others within the International Associations of Schools of Social Work, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.



July 2, 2018