

**To the Board of Directors
Paralyzed Veterans of America – Iowa Chapter**

In planning and performing our audit of the financial statements of the Paralyzed Veterans of America – Iowa Chapter for the year ended September 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Paralyzed Veterans of America – Iowa Chapter's internal control structure 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 Chapter's internal control. Accordingly, we do not express an opinion on the effectiveness of the Chapter'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 a deficiency in internal control that we consider to be a material weakness.

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 entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Paralyzed Veterans of America – Iowa Chapter's internal control to be a material weakness:

Segregation of Duties

One important aspect of internal accounting control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible.

The Chapter has a general lack of segregation of accounting duties due to the small staff size. As a result, most of those aspects of internal accounting control, which rely upon an adequate segregation and oversight of duties, are for all practical purposes, missing in your organization. From a financial standpoint we are required, under our professional responsibilities, to call the situation to your attention.

In situations where a lack of segregation of duties exists, it is important to involve other members of management and/or board members in the supervision and review of the accounting functions. This supervision and review should include procedures such as reviewing the bank and investment reconciliations and reviewing cash receipts and disbursements. For future years, the Chapter is implementing procedures that will move certain duties to the Executive Director and involve a board member with knowledge of the Chapter's financial reporting in reviewing financial transactions and reports.

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

Timmins, Jacobsen & Strawhacker, LLP

TIMMINS, JACOBSEN & STRAWHACKER, LLP
Des Moines, Iowa
December 8, 2020