December 31, 2017 and 2016

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Independent Auditor's Report

To the Board of Directors Self-Help International (USA) Waverly, Iowa

Report on the Financial Statements

I have audited the accompanying financial statements of Self-Help International (USA), which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related Notes to Financial Statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Self-Help International (USA) as of December 31, 2017 and 2016, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Keith Oltrogge

Certified Public Accountant

Denver, Iowa March 16, 2018

STATEMENTS OF FINANCIAL POSITION At December 31, 2017 and 2016

ASSETS

	2017				
CURRENT ASSETS:	Unrestricted Fund			(Unrestricted) Investment Fund	
COMMENT AGGETG.					
Cash	\$	171,708	\$	130,201	
Investments				747,494	
Accounts Receivable				-	
Inventory		281		•	
Total Current Assets	\$	171,989	\$	877,695	
PROPERTY AND EQUIPMENT:					
Office Equipment	\$	26,655	\$	-	
Nicaragua assets		100		**	
	\$	26,755	\$	-	
Less accumulated depreciation		-20,785		-	
Net Property and Equipment		5,970	\$		
TOTAL ASSETS	\$	177,959	\$	877,695	
LIABILITIES AND NET ASSE	ΓS				
CURRENT LIABILITIES:					
Accounts payable	\$	8,809	\$	_	
Accrued payroll taxes	Ψ	3,640	Ψ	_	
Accrued sales tax		459		<u></u>	
Total Liabilities	\$	12,908	\$	*	
Net Assets	\$	165,051	\$	877,695	
TOTAL LIABILITIES AND NET ASSETS	\$	177,959	\$	877,695	

			2017			2016		
	Temporarily		Permanently		Total	 Total		
	Restricted				(Memorandum	(Memorandum		
	Fund		Endowment Only)			Only)		
\$	••	\$	-	\$	301,909	\$ 251,423		
	-ten		103,391		850,885	338,886		
			-		-	563		
			-		281	281		
\$	-	\$	103,391	\$	1,153,075	\$ 591,153		
\$	-	\$	_	\$	26,655	26,655		
			-		100	100		
\$		\$	-	\$	26,755	\$ 26,755		
	-		-		-20,785	-20,698		
\$	_	\$	-	\$	5,970	\$ 6,057		
		\$				 		
\$	-	\$	103,391	\$	1,159,045	\$ 597,210		
\$	-	\$	-	\$	8,809	\$ 332		
	-		-		3,640	3,212		
			_		459			
		\$	_	\$	12,908	\$ 3,544		
\$	-	\$	103,391	\$	1,146,137	\$ 593,666		
\$	***	\$	103,391	\$	1,159,045	\$ 597,210		

STATEMENTS OF ACTIVITIES Years Ended December 31, 2017 and 2016

		20	017	
	Ţ	Jnrestricted Fund		(Unrestricted) Investment Fund
REVENUE, GAINS & OTHER SUPPORT				
Churches	\$	32,297	\$	
Individuals		560,607		**
Crowd funding		47		**
Corporations/Organizations		73,354		-
Trustees		127,798		
Interest		_		849
Dividends		_		12,160
Realized gain (loss)		_		2,768
Unrealized gain (loss) from increase (decrease) in FMV of				ŕ
investments		-		53,440
Miscellaneous		1,424		, , , , , , , , , , , , , , , , , , ,
In-Kind Contributions		9,000		
Total Revenue, gains & other support	\$	804,527	\$	69,217
EXPENSES:				
Central America project	\$	**	\$	_
Africa project	•		_	_
Nutrition project		_		-
Management and general		108,127		-
Fund raising and public relations		71,648		-
Total Expenses	\$	179,775	\$	-
Change in net assets before transfers	\$	624,752	\$	69,217
Transfers	Þ	-539,904	Ф	397,187
	W-1			
Change in net assets	\$	84,848	\$	466,404
Net assets beginning of year		80,203	-	411,291
Net assets end of year	\$	165,051	\$	877,695

			2017				2016
	Temporarily		Permanently		Total		Total
	Restricted		Restricted	Restricted (Me			(Memorandum
	Fund		Endowment		Only)		Only)
\$	2 575	c r		đi.	25.072	Φ	10.207
Ф	3,575	\$	-	\$	35,872	\$	19,397
	40,959		<u>-</u>		601,566		218,629
	36,822		-		36,869		
	35,164		-		108,518		118,397
	2,100		-		129,898		72,906
	-		1 010		849		217
	-		1,219		12,160		8,434
	-		-		3,987		36,938
	_		-		53,440		-17,024
	_		-		1,424		1,344
	-		-		9,000		18,000
\$	118,620	\$	1,219	\$	993,583	\$	477,238
\$	121,083	\$	_	\$	121,083	\$	121,598
4	107,012	Ψ	_	Ψ	107,012	Φ	104,345
	33,242		_		33,242		20,012
	22,4.2		_		108,127		78,568
	_		-		71,648		67,835
\$	261,337	\$	-	\$	441,112	\$	392,358
	<u> </u>						
\$	-142,717	\$	1,219	\$	552,471	\$	84,880
	142,717		*		-	-	
\$		ď	1.710	₽.	550 451	ф.	0.1.000
Ф	-	\$	1,219	\$	552,471	\$	84,880
		····	102,172		593,666		508,786
\$		\$	103,391	\$	1,146,137	\$	593,666
			/		-,, /	· ·	2,2,000

STATEMENTS OF CASH FLOWS Years Ended December 31, 2017 and 2016

			2	017	
		\$4.000 delta della companya	Unrestricted Fund		(Unrestricted) Investment Fund
CASH FLOWS FROM OPERATING Change in net assets	NG ACTIVITIES:	\$	624,752	\$	69,217
Depreciation			87		-
(Increase) Decrease in inventory	a a dissa la la		-		-
(Increase) Decrease in accounts re Increase (Decrease) in accounts p			563 8,477		-
Increase (Decrease) in accounts p			428		-
Increase (Decrease) in accrued sa			459		_
Unrealized (gain) loss on investm			-		-53,440
NET CASH PROVIDED BY (USE		G			·····
ACTIVITIES		\$	634,766	\$	15,777
CASH FLOWS FROM FINANCIN Proceeds from investments Purchase of investments Dividends and interest reinvested NET CASH PROVIDED BY (US ACTIVITIES			- - -	\$	43,140 -514,708 13,009
ACTIVITIES		\$		\$	-458,559
NET INCREASE (DECREASE) IN Transfers	CASH	\$	634,766 -539,904	\$	-442,782 398,406
CASH AT BEGINNING OF YEAR	2		76,846	· ·	174,577
CASH AT END OF YEAR		\$	171,708	\$	130,201
Cash is comprised of:					
	2017	2016			
Checking, savings and petty cash Money market account	\$ 171,708 \$	76,846			
wioney market account	130,201 \$ 301,909 \$	174,577 251,423			

			2017				2016	
***************************************	Temporarily		Permanently	-,,-	Total		Total	
	Restricted	Restricted		(Memorandum		(Memorandum		
	Fund		Endowment		Only)		Only)	
\$	-142,717	\$	1,219	\$	552,471	\$	84,880	
	-		•		87		174	
	-		-		-		-114	
	-		-		563		2,717	
	-		-		8,477		_	
	••		-		428		-3,239	
	-		-		459		907	
	·-				-53,440		17,024	
\$	142 717	c r	1 210	o r	500.045	Φ	102.240	
	-142,717	\$	1,219	\$	509,045	\$	102,349	
\$	-	\$	~	\$	43,140	\$	256,107	
	-		_		-514,708		-164,036	
	-	.,	-		13,009		-8,651	
Φ.		4				_		
\$			_		-458,559	\$	83,420	
C	140.717	ď	1 210	φ	50.406	¢.	100000	
\$	-142,717	\$	1,219	\$	50,486	\$	185,769	
	142,717		-1,219		-		-	
	-		-		251,423		65,654	
\$	-	\$	_	\$	301,909	\$	251,423	

STATEMENTS OF FUNCTIONAL EXPENSES – UNRESTRICTED FUND Years Ended December 31, 2017 and 2016

2017 Program Services Nutrition Central Project America Africa Total Payroll \$ \$ \$ \$ Payroll Taxes Legal and accounting Insurance **Supplies** Telephone/Infonet Postage/Shipping Dues and subscriptions Office expense Promotion Bank Charges Retirement/Benefits Contract labor Depreciation Travel Training Rent

- \$

- \$

- \$

See the accompanying notes to the financial statements, which are an integral part of this exhibit.

\$

2017

		21	U1 /				
Su	ppor	ting Service	S		 	-	2016
Management		Fund-			 Total (Memorandum	•	Total (Memorandum
& General		Raising		Total	Only)		-
 & General	· · · · · · · · · · · · · · · · · · ·	Kaising		IUIAI	 Omy		Only)
\$ 35,312	\$	46,753	\$	82,065	\$ 82,065	\$	64,562
2,667		3,577		6,244	6,244		5,303
2,820		-		2,820	2,820		2,620
2,414		-		2,414	2,414		301
-		-		-	-		
570		569		1,139	1,139		1,298
427		829		1,256	1,256		1,458
1,967		-		1,967	1,967		5,653
40,362		1,896		42,258	42,258		19,787
-		16,085		16,085	16,085		23,892
6,187		-		6,187	6,187		7,936
11,579		•		11,579	11,579		8,930
**		-		-	-		-
87		-		87	87		174
1,866		77		1,943	1,943		4,362
69		1,862		1,931	1,931		127
 1,800		-		1,800	 1,800		***
\$ 108,127	\$	71,648	\$	179,775	\$ 179,775	\$	146,403

STATEMENTS OF FUNCTIONAL EXPENSES – TEMPORARILY RESTRICTED FUND Years Ended December 31, 2017 and 2016

2017

	2017										
	***************************************	M. M. A. M. J. M.		Program	Program Services						
		Nutrition Project	Central America			Africa	Total				
Payroll Payroll Taxes Legal and accounting Insurance Supplies Telephone/Infonet Postage/Shipping Dues and subscriptions Office expense Promotion Bank Charges Retirement/Benefits Contract labor Depreciation Travel	\$	33,242	\$	14,979 1,146 - - 98,844 - - - 3 - - 6,111	\$	18,962 1,451 - - 69,519 - - - 4,150 - 12,930	\$	33,941 2,597 			
Training		-		•		- -		, <u> </u>			
	\$	33,242	\$	121,083	\$	107,012	\$	261,337			

2017

)]/				
2016				ting Services	port	Sup	
Total (Memorandum Only)	Total (Memorandum Only)	Total		Fund- Raising	Management Fu		
23,783 1,895	\$ 33,941 2,597	\$ -	\$	-	\$	-	\$
-	-	-				-	
205,215	201,605	-				-	
-	-	-				-	
111	-	-		-		-	
-	3	-		-		**	
-	4,150	-		-		_	
14.051	-	**		-		<u></u>	
14,951	19,041	-		-		-	
***	 -						
245,955	\$ 261,337	\$ -	\$	+	\$	-	\$

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 1 – NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Business

The Organization began its operations in 1959. It is incorporated under the Iowa Non-Profit Corporation Act. It impacts world hunger by teaching the skills necessary to operate and maintain small farm equipment, which helps provide the food needs of whole communities in developing countries. Micro-credit loans give women the ability to start small scale businesses. The nutrition program improves children's diets, alleviates malnutrition, thwarts sickness and helps keep the children in school. Countries in Africa and Central America are where the Organization is currently working.

The financial statements do not include the bank accounts or activities of Self-Help International (USA)/IMT-Ghana or Self-Help International (USA)/Nicaragua. The accounts have been funded primarily by grants from Self-Help International (USA) and interest earned on micro-credit loans. Accounting records for all in-country receipts and disbursements are maintained in those countries.

Significant Accounting Policies

Accounting Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

<u>Basis of Presentation</u> – The Organization has adopted accounting standards for accounting for contributions received and made and financial statements of not-for-profit organizations. The accounting standards establish standards for external reporting by not-for-profit organizations and require that resources be classified for accounting and reporting purposes into three net asset categories according to externally (donor) imposed restrictions. Accounting standards also require that unconditional promises to give (pledges) be recorded as receivables and revenues and requires the Organization to distinguish between contributions received for each net asset category in accordance with the donor imposed restrictions. A description of the three net asset categories is as follows:

<u>Unrestricted Net Assets</u> – This category of net assets includes unrestricted contributions and expenses associated with the principal activity of the Organization.

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 1 – NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued):

<u>Temporarily Restricted Net Assets</u> – This category of net assets includes gifts and income for which donor imposed restrictions have not been met and pledges for which the ultimate purpose of the proceeds is not permanently restricted.

<u>Permanently Restricted Net Assets</u> – This category of net assets includes gifts, trusts and pledges which require, by donor restriction, that the corpus of the gift be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions.

<u>In-Kind Contributions</u> – In-kind contributions are recorded as revenue in the statement of activity. An equal amount is recorded as property and equipment in the Statement of Financial Position or as an expense in the Statement of Activities. In-kind contributions consist of donated equipment, professional services, printing costs, and supplies. These contributions are recorded at estimated fair value at the time of contribution.

<u>Revenue Recognition</u> – Revenue from grants is recognized in the period the Organization has fulfilled the requirements of the grants.

<u>Cash and Cash Equivalents</u> – For purposes of reporting cash flows, cash and cash equivalents include cash and savings with six month liquidity.

<u>Property and Equipment and Depreciation</u> – Property and equipment are stated at historical cost except for donated property which is recorded at estimated fair value at date of receipt. Depreciation is calculated using the straight line method over the asset's estimated useful life.

<u>Fair Value of Financial Instruments</u> – The carrying amount of cash, receivables and accounts payable approximates fair value because of the short maturity of these instruments.

<u>Income Taxes</u> – Self-Help International (USA) is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code. The tax exempt status is also recognized by the State of Iowa. Accordingly, no provision for income taxes has been made.

<u>Investments</u> – The Organization elected to adopt accounting standards for accounting for certain investments held by not-for-profit organizations. The accounting standards require that investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets.

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 1 – NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES (continued)

<u>Use of Estimates</u> – The preparation of financial statements in conformity with U. S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

<u>Total (Memorandum Only)</u> – The total column on the comparative statements is captioned "Memorandum Only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with U. S. generally accepted accounting principles. Neither is such data comparable to a consolidation. Inter-fund eliminations have not been made in the aggregation of this data.

<u>Pledges and Contributions</u> – The Organization engages in periodic fundraising campaigns manifested by offering telephone, mail and other fundraising appeals. These appeals encourage supporters, both individuals and organizations, to provide financial contributions to the Organization for enhancement of the programs and operating expenses. Financial contributions are frequently evidenced by pledges received from responding supporters. Contributions including unconditional promises to give are recognized as revenue in the period received or given. However, uncollected pledges are not enforceable against contributors. An allowance for uncollectible contributions receivable is provided based on the Organization's judgment including such factors as prior collection history and type of contribution. All pledges receivable are promises to give within one year of December 31, 2017. Contributions and collected pledges are components of the unrestricted operating fund inasmuch as their usage is not limited to specific activities of the Organization. This usage is consistent with appeals for contributions and pledges.

<u>Contributed Services</u> – During the years ended December 31, 2017 and 2016, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services.

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 2 – INVESTMENTS

Investments are in mutual funds and are stated at fair value and are summarized as follows as of December 31, 2017:

Mutual Funds		Cost		Fair Value	
ISHARES Russell 1,000 Growth Fund	\$	67,095	\$	77,710	**
Vanguard Total Bond Market Fund		352,966	•	349,610	**
Vanguard FTSE Emerging Markets Index Fund		16,252		17,813	
ISHARES MSCI EAFE Index Fund		79,620		86,411	**
ISHARES Russell 1,000 Index Fund		217,761		284,885	**
ISHARES Russell 2,000 Index Fund	w ^a ter-bas-dorsen	26,675		34,456	
	\$	760,369	\$	850,885	

^{**}Represents more than 5% of total assets.

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 2 –INVESTMENTS (Continued)

<u>Interest Rate Risk</u> – The Organization manages interest rate risk with segmented time distribution.

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended December 31, 2017:

44-4	Ţ	Inrestricted	 Temporarily Restricted	Permanently Restricted	Total		
Interest income Dividend income	\$	849	\$ -	\$	-	\$	849
Net realized gain/loss		12,160 2,768	- -		1,219		12,160 3,987
Unrealized gain/loss		53,440	-		•		53,440
	\$	69,217	\$ -	\$	1,219	\$	70,436

NOTE 3 – ENDOWMENT FUND

The Organization has a permanently restricted endowment fund that includes \$70,000 from E & M Charities. The Organization has the use of the income produced each year. If the Organization should ever become "for profit" or cease to exist the principal would revert to the donor. During the year ended December 31, 2015, the Merry Fredrick Leadership Endowment Fund was created. 5% of the average balance may be used in a year for grants which recognize, initiate or promote leadership. During the year ended December 31, 2017 no grants were given. The principal consists of the following at December 31, 2017 and 2016:

		Fair Value at December 31,			
	Marin 12 - 12 - 12 - 12 - 12 - 12 - 12 - 12	2017		2016	
Mutual Funds	\$	103,391	\$	102,172	

NOTE 4 – CONCENTRATION OF CREDIT RISK

The Organization maintains its cash in bank deposit accounts at one financial institution which, at times, may exceed federally insured limits. The Corporation has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on cash. At December 31, 2017, the Organization's uninsured cash balance was approximately \$24,704.

NOTES TO FINANCIAL STATEMENTS At December 31, 2017

NOTE 5 – SCHEDULE OF FUNCTIONAL EXPENSES

The costs of providing the various programs and services have been allocated to program/service functions based upon utilization and time spent by employees as designated by the Executive Director.

NOTE 6 – FAIR VALUES OF FINANCIAL INSTRUMENTS

The Organization's financial instruments, none of which are held for trading purposes, include cash and investments. The Organization estimates that the fair value of all financial instruments at December 31, 2017 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial position. The estimated fair value amounts have been determined by First National Bank, using available market information and appropriate valuation methodologies. Considerable judgment is necessarily required in interpreting market data to develop the estimates of fair value, and accordingly, the estimates are not necessarily indicative of the amounts that the Organization could realize in a current market exchange.

NOTE 7 – RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts; theft, damage to and destruction of assets: errors and omissions: injuries to employees: and natural disasters. These risks are covered by the purchase of commercial insurance. The Organization assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 16, 2018, which is the date the financial statements were available to be issued.

NOTE 10 - LEASES

The Organization is leasing office space in Waverly, Iowa for three years beginning August 2017. Rent is payable at \$300 per month.

(319) 984-5292 FAX (319) 984-6408

Independent Auditor's Report on Internal Control over Financial Reporting

To the Board of Directors Self Help International (USA)

I have audited in accordance with auditing standards generally accepted in the United States of America the financial statements of Self Help International (USA) as of and for the year ended December 31, 2017, and have issued my report thereon dated March 16, 2018.

Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered Self Help International (USA)'s internal control over financial reporting to determine the audit procedures appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Self Help International (USA)'s internal control. Accordingly, I do not express an opinion on the effectiveness of Self Help International (USA)'s internal control.

My 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 described in the accompanying Schedule of Findings, I identified a deficiency in internal control I consider to be a material weakness.

A deficiency in internal control exists when the design or operation of the 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 a material misstatement of the Organization's financial statements will not be prevented or detected and corrected on a timely basis. I consider the deficiency described in Part I of the accompanying Schedule of Findings as item I-A-17 to be a material weakness.

Self Help International (USA)'s Responses to the Findings

Self Help International (USA)'s response to the finding identified in my audit is described in the accompanying Schedule of Findings. Self Help International (USA)'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control. Accordingly, this communication is not suitable for any other purpose.

I would like to acknowledge the many courtesies and assistance extended to me by personnel of Self Help International (USA) during the course of my audit. Should you have any questions concerning any of the above matters, I shall be pleased to discuss them with you at your convenience.

Keith Oltrogge

Certified Public Accountant

Denver, Iowa March 16, 2018

Self Help International (USA)

Schedule of Findings

Year Ended June 30, 2017

Part I – Findings Related to the Financial Statements:

INTERNAL CONTROL DEFICIENCIES:

I-A-17 Segregation of Duties – The limited number of personnel makes it difficult to achieve adequate internal control through the segregation of duties and responsibilities, such as recording and processing cash receipts, preparing checks and bank reconciliations, preparation of journals and general financial information for ledger posting, and the analysis of financial information. A small staff makes it difficult to establish an ideal system of automatic internal checks on accounting record accuracy and reliability. This is not an unusual condition, but it is important the entity officials are aware that the condition exists.

<u>Recommendation</u> – I realize that with a limited number of office employees, segregation of duties is difficult. However, the entity should review its control procedures to obtain the maximum internal control possible under the circumstances. Something as simple as the Board Treasurer reviewing the bank statements or providing a second signature on the checks is helpful in protecting the entity's assets.

<u>Response</u> - The entity is aware of the lack of complete segregation of duties and will make changes as the opportunity arises.

<u>Conclusion</u> – Response accepted.