

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors and Management  
of Vietnam Veterans Memorial Fund

We have performed the procedures enumerated below, which were agreed to by management of the Vietnam Veterans Memorial Fund (VVMF), on the revenues and expenses related to the VVMF Education Center Project ("the Project") from the period of inception (October 1, 2002) to September 30, 2018, in order to analyze the cumulative project expenses and grant repayments in relation to the cumulative revenue raised for the Project. VVMF's management is responsible for managing the Project's budget and finances. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Procedures: Obtained VVMF's audited financial statements for the year ended September 30, 2003, and all the following years up to September 30, 2017, to ascertain the following:
  - a. That every year VVMF received an unmodified (or clean) opinion on the financial statements.

Result: No exceptions noted.

2. Procedures: Obtained Federal Forms 990 for the year ending September 30, 2003, and all the following years up to September 30, 2017, to ascertain the following:
  - a. Timely filing of the Federal Form 990 and all required schedules were submitted to the Internal Revenue Service.
  - b. The Federal Form 990 reconciled to the audited financial statements reviewed in procedure #1 above.

Result: No exceptions noted.

3. Procedures: Obtained unaudited financial statements for the year ending September 30, 2018 and tested all grant and pledge amounts that were or are designated to be cancelled or repaid to donors as of September 30, 2018 to ensure they contained proper support to substantiate the initial gift amount and the repayment. See Attachment I to this letter for the detail of these repayments.

Result: No exceptions noted.

4. Procedures: Rogers & Company obtained all revenue and expense amounts associated with the Project in the period enumerated above from the audited financial statements and Federal Forms 990 mentioned in procedures #1 and #2 as well as the unaudited financial statements for the year ending September 30, 2018 and:
  - a. Ascertained that the cumulative amount spent (including cancelled grants that are designated for repayment) for the Project exceeded the cumulative amount raised by \$36,299. See Attachment I to this letter.

Result: No exceptions noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the cumulative project expenses in relation to the cumulative revenue raised for the Project. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of VVMF and is not intended to be and should not be used by anyone other than those specified parties.



Vienna, Virginia  
January 7, 2019

**Attachment I – Education Center Cumulative Activity for the Years Ended September 30:**

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total through 2015
Education Center:														
Revenue (without in-kind)	\$ 10,000	\$ 281,929	\$ 434,720	\$ 4,957,827	\$ 901,000	\$ 2,094,364	\$ 2,838,673	\$ 7,701,644	\$ 2,261,315	\$ 2,189,714	\$ 4,005,759	\$ 165,405	\$ 1,922,609	\$ 29,764,959
Less: Expenses	(33,003)	(172,470)	(608,140)	(259,824)	(1,065,485)	(495,446)	(1,237,259)	(1,918,781)	(4,259,191)	(5,555,842)	(3,440,606)	(1,837,392)	(1,186,231)	(22,069,670)
Less: Cancelled pledges due to termination of Education Center construction project	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Grants repaid	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Grants to be repaid	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Education Center (deficit) surplus	\$ (23,003)	\$ 109,459	\$ (173,420)	\$ 4,698,003	\$ (164,485)	\$ 1,598,918	\$ 1,601,414	\$ 5,782,863	\$ (1,997,876)	\$ (3,366,128)	\$ 565,153	\$ (1,671,987)	\$ 736,378	\$ 7,695,289 *
			(Unaudited)											
	2016	2017	2018	Grand Total										
Education Center:														
Revenue (without in-kind)	\$ 4,951,641	\$ 10,020,859	\$ 81,852	\$ 44,819,311										
Less: Expenses	(570,490)	(450,288)	(386,485)	(23,476,933) **										
Less: Cancelled pledges due to termination of Education Center construction project	-	-	(3,433,543)	(3,433,543)										
Less: Grants repaid	-	-	(10,000,000)	(10,000,000)										
Less: Grants to be repaid	-	-	(7,945,133)	(7,945,133)										
Education Center (deficit) surplus	\$ 4,381,151	\$ 9,570,571	\$ (21,683,309)	\$ (36,298)										

\* The Project had raised funds in excess of expenses in the amount of \$7,695,289 from the period of inception to September 30, 2015. The following is a reconciliation of how this amount reconciles to the amount of useable cash on hand as of September 30, 2015:

Project surplus through September 30, 2015	\$ 7,695,289
Pledges receivable still outstanding at September 30, 2015	(3,365,181)
Temporarily restricted revenue received and to be expended for the construction portion only	(4,200,144)
Total useable cash on hand at September 30, 2015	\$ 129,964

\*\*The following schedule is a summary breakdown of the Project's aggregate expenses based on original external and internal designations:

<u>All Funds Spent for Education Center:</u>	
Campaign Funds capitalized for Education Center	\$ 8,408,753
Campaign Funds capitalized for ongoing programs	6,174,997
Campaign Funds expended for programs and awareness	8,681,431
Total release of campaign funds	23,265,181
VVMF unrestricted donations spent on Education Center	211,752
Total spent	\$ 23,476,933 **