

***INTERNATIONAL TELECOMMUNICATIONS  
SATELLITE ORGANIZATION***

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

***FOR THE THREE MONTHS ENDED  
MARCH 31, 2018***



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

To the Director General of  
International Telecommunications Satellite Organization

We have performed the procedures enumerated below, which were agreed to by the International Telecommunications Satellite Organization (the Organization), solely to assist you with respect to the accounting records of the Organization as of and for the three months ended March 31, 2018. The Organization's management is responsible for the Organization's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this 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.

Our procedures and findings are as follows:

1. We obtained the bank reconciliations for January, February, and March 2018 for the following accounts:
  - a. HSBC Checking account
  - b. HSBC Money Market account
  - c. HSBC Money Market account II (reserve fund)
  - d. Commercial Market Rate Investment account (contingency fund)

For January, February, and March 2018 we compared the balances reported on the reconciliations to the applicable bank statement and trial balance without exception. We inquired about reconciling items and noted no unusual items.

2. We reconciled the funding capital account per the Organization's trial balance as of March 31, 2018 to the audited financial statements as of June 30, 2017.
3. We obtained the statement of assets, liabilities, and funding capital as of March 31, 2018 and the statement of revenue and expenses for the three months ended March 31, 2018 and comparable period ended March 31, 2017. We made inquiries of Joyce Romanus, the Organization's outsourced bookkeeper and noted the following:



- a. The Organization transferred \$300,000 from the HSBC Money Market account to the HSBC checking account. Overall, cash increased by approximately \$277,100 compared to the same period in the prior year.
- b. We noted accounts payable at March 31, 2018 totaling approximately \$42,600. The Organization generally pays its bills when received and any accounts payable is due to timing of processing the payables and payment.

We noted credit cards at March 31, 2018 totaling approximately \$21,100. The Organization generally pay its bills when received and any payable is due to timing of processing the payables and payments.

We bring to your attention a payable to Ortel-Organo Regulador in the amount of \$6,000. Discussion with ITSO staff indicated that funds were wired on December 6, 2012 as payment on this liability, however, the wire was returned. We recommend ITSO review this payable with the appropriate vendor to either complete payment on this outstanding liability or write-off the outstanding liability before the end of the fiscal year. The staff of ITSO has informed us that inquiries have been made of the vendor with no response and staff of ITSO will continue to pursue a resolution to this issue during 2018.

- c. No disbursements were noted from the Contingency Fund. Legal fees totaled \$11,000 during the 3rd quarter of FY18 as a result of external legal counsel's providing business related consultation. No unusual items were noted.
- d. We noted the following expense accounts had material decreases from the comparable period:

		<u>3/31/2018</u>	<u>3/31/2017</u>
i.	Salaries and Wages Net	\$ 92,131.68	\$ 119,487.12
ii.	Capacity Building Training	0.00	26,084.70
iii.	Airfare	17,414.49	38,492.38

- e. We noted the following expense accounts had material increase from the comparable period:

		<u>3/31/2018</u>	<u>3/31/2017</u>
i.	Website Update & Maint.	\$ 8,419.00	\$ 279.35
ii.	Ground Transportation	4,002.57	1,743.88
iii.	Meals	6,302.65	2,639.88
iv.	Temporary Staff	34,025.40	18,059.75

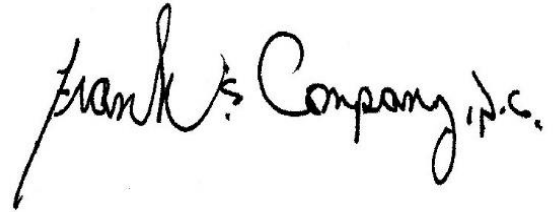
4. We obtained the detailed general ledger for the three months ended March 31, 2018. We noted no unusual items.



5. We scanned the general ledger and obtained a listing of manual journal entries posted during the three months ended March 31, 2018. No unusual items were noted.
6. We inquired of the Director General as to any significant events during the quarter ended March 31, 2018 and any events subsequent to March 31, 2018 (end of Q3 FY18). No significant events were noted.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. 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 the Organization and management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Frank & Company, P.C." The signature is written in a cursive, flowing style.

1360 Beverly Road  
Suite 300  
McLean, VA 22101  
April 30, 2018