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CERTIFIED PUBLIC ACCOUNTANTS

August 26, 2025

The Board of Directors of  
Parkinson Foundation Western Pennsylvania  
850 Cranberry Woods Drive, Suite 2222  
Cranberry Township, PA 16066

We have audited the financial statements of the Parkinson Foundation Western Pennsylvania (“PFWPA”) (the “Foundation”) for the year ended December 31, 2024, and have issued our report thereon dated August 22, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 5, 2025. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended December 31, 2024. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management’s estimate of the fixed asset depreciation, useful lives, program cost allocations, and accrual reserves are based on good faith estimates and historical experience. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was Note 3 – Liquidity and Availability of Financial Assets.

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### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit. We noted management believes there is substantial doubt about the organization's ability to continue as a going concern within a one-year period after the date the financial statements are available to be issued. We considered the aggregate conditions and management's plans to confirm whether management's use of the going concern basis of accounting, is appropriate in the preparation of the financial statements. The going concern basis accounting was deemed appropriate and additional disclosures in the financial statements were added to address the mitigation. There were no effects on the independent auditor's report.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. We noted 14 adjusting entries were needed during the audit.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 22, 2025.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the PFWPA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues or Recommendations*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the PFWPA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.



### ***Retain Written Board Minutes***

Holsinger noted that PFWPA did not retain written minutes for every board meeting. Holsinger recommends that PFWPA retain written minutes for every board meeting in the future. There are several software tools that can record Microsoft Teams or Zoom meetings and provide transcription, meeting minutes, and action item tracking. Some popular options include Otter.ai, Fireflies.ai, Rev.ai, and Tactiq. These are transcription tools designed to enhance meeting productivity by providing real-time recording and transcription services. Otter.ai and Fireflies.ai both integrate with Zoom and Microsoft Teams, automatically generate meeting notes, highlight key points, and allow users to tag or assign action items, with Fireflies.ai additionally connecting to Slack and Trello. Rev.ai offers high-quality transcription for recorded meetings, enabling the creation of detailed minutes and manual tagging of action items, and integrates through APIs. Tactiq specializes in real-time transcription for Google Meet, Zoom, and Microsoft Teams, creating shareable notes, tagging key information, and connecting with tools like Google Docs and Notion.

These tools can streamline the process of recording meetings, transcribing them, and organizing the information into actionable meeting minutes and notes. Each tool has its strengths, so the best choice depends on your specific needs, such as the platforms you use and the level of automation you require.

### ***Tracking of With Donor Restricted Net Asset Funds***

Holsinger noted that total expenses related to restricted assets in the profit and loss by class did not tie to the trial balance. Holsinger strongly recommends the client reconcile the profit loss by class specific to fundraising event to the footnotes that are needed for 990 special event, fundraising reconciliation in disclosure purposes on Schedule G.

### ***Maintain Listing of Donated Non-Monetary Assets Held as Inventory***

Holsinger noted that the listing of nonmonetary assets provided by PFWPA did not include expiration dates and had items which were expired or no longer had value. Holsinger recommends that PFWPA tracks new donated non-monetary donations, remove items from the listing which are either sold or impaired, and includes expiration dates for items within their inventory listing.

This information is intended solely for the use of the Board of Directors and management of the Parkinson Foundation Western Pennsylvania and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



HOLSINGER, P.C.  
Wexford, Pennsylvania



**PARKINSON FOUNDATION WESTERN FOUNDATION**

Summary of Unadjusted Differences

December 31, 2024

Description of Audit Differences (AD)	Financial Statement Effect - Amount of Over / (Under) Statement of:						
	Current Assets	Total Assets	Current Liabilities	Total Liabilities	Beginning Net Assets	Change in Net Assets	Ending Net Assets
<b>Differences in Estimates:</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Identified Unadjusted Differences:</b>							
Effect of unrecorded Alexander Tressor invoice dated 6/13/2025 for 2024 classes.	\$ -	\$ -	\$ (2,500)	\$ (2,500)	\$ -	\$ 2,500	\$ 2,500
<b>Total</b>	\$ -	\$ -	\$ (2,500)	\$ (2,500)	\$ -	\$ 2,500	\$ 2,500
<b>Financial Statement Totals</b>	\$ 71,385	\$ 149,580	\$ 114,527	\$ 174,371	\$ (86,010)	\$ 61,219	\$ (24,791)
<b>Current Year AD as % of F/S Total</b>	0.0%	0.0%	-2.2%	-1.4%	0.0%	4.1%	-10.1%

