

June 14, 2016

Jennifer Palus  
Metro Nashville Chorus  
Sweet Adelines International

Dear Jennifer:

We have completed the internal financial audit of the Metro Nashville Chorus for the fiscal year ending April 30, 2016. Our internal audit committee was comprised of three chorus members: Deborah Miller, Misty McGrady and Susan Maddux, all of which have either accounting or financial backgrounds. We conducted this audit on 6/2/2016.

Using your records and receipts listings for the fiscal year dated 5/1/2015 through 4/30/2016, we traced deposits to bank statements and deposit listings. Deposits were reviewed for timeliness and accuracy. Disbursements were reviewed for reasonableness. Invoices were requested on a number of large and/or unusual disbursements. In general we found your records to be in very good order.

During the course of this audit, it was suggested that a form be created to better track cash withdrawals used for seed money showing who made the withdrawal, what event it was for, and when it was deposited back into the account. You agreed and promptly created said form, submitting a copy to us for confirmation that it met our expectations.

It was also suggested that you consider setting up a separate bank account for restricted donations (e.g. VWF scholarship) provided that could be done without additional bank fees being charged. While we recognize that you are currently accounting for all restricted donations separately by means of a spreadsheet, we felt a separate bank account would be the safest way to keep those funds for the purpose donors intended. You agreed to look into the feasibility of a separate account.

Sincerely,



Deborah Miller  
Audit Committee