

SWEET ADELINES INTERNATIONAL CORPORATION

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VERIFICATION OF AUDIT

Each chapter and region is required to submit a verification of audit annually.

The completion of this form is M A N D A T O R Y.

This is to verify that the chapter's or region's books and financial records for the period of May 1, 2011, to April 30, 2012, have been audited by an internal audit committee or an independent third party such as an accounting firm. When making arrangements for a third party to conduct the audit be sure to discuss the fee. It is not necessary for the auditor to do a complete audit and issue a formal or unqualified opinion. However, please provide any written opinions or statements issued by a third party.

The auditor should primarily seek to verify bank balances and the proper recording of receipts and disbursements. If receipt of delivery is desired, send via Certified Mail, Return Receipt Requested.

Please indicate below with a check mark the type of audit conducted by the chapter.

- ☒ Internal Audit Committee
- ☐ Accounting or bookkeeping firm
- ☐ Non-chapter member, non-accounting professional
- ☐ Non-chapter member, accounting professional
- ☐ Other

PLEASE COMPLETE THE FOLLOWING INFORMATION, AS APPLICABLE, FOR EITHER THE CHAPTER OR THE REGION.

CHAPTER NAME Metro Nashville Chorus REGION # 23

OR

REGION NAME _____ REGION # _____

The financial records of the afore mentioned chapter or region have been reviewed and/or audited to ensure that all transactions have been recorded properly and that no discrepancies have been identified.

SIGNATURE OF FINANCE COORDINATOR

DATE Jan Kemp

COMPLETE THIS FORM AND RETURN TO INTERNATIONAL HEADQUARTERS BY JULY 15, 2012.

June 29, 2012

Pam Kemp
Metro Nashville Chorus
Sweet Adelines International

Dear Pam:

We have completed the internal financial audit of the Metro Nashville Chorus for the fiscal year ending April 30, 2012. Our internal audit committee was comprised of three chorus members: Deborah Miller, Cyndi Spinden and Cindy Blume, two of which have either accounting or financial backgrounds. One member is also a member of the Chorus Management Team.

Using your records and receipts listings for the past twelve months, we traced deposits to bank statements and deposit tickets. 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, recommendations were made regarding cross-referencing items that apply to multiple categories in your filing system to help streamline the audit trail. You readily agreed to implement those recommendations immediately.

Sincerely,



Deborah Miller
Audit Committee