June 24, 2014

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, 2014. Our internal audit committee was comprised of three chorus members: Cyndi Spinden, Cynthia Blume, and Misty McGrady, all of who have either accounting or financial backgrounds.

Using your records and receipts listings for the fiscal year dated 5/1/2013 through 4/30/2014, 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 precise and in very good order.

Last year's audit team recommended developing an expense report for Kim to use to list her debit card transactions rather than simply submitting receipts which could easily get lost. Further discussion of this topic during the current audit resulted in the decision that an expense report was not necessary since expenditures on Kim's debit card are either pre-approved and/or are accompanied by a receipt or email, and are ordinary (expected) expenses. Further, you confirmed that the cash available on Kim's debit card is controlled by you, and allotted on an "as needed" basis.

Sincerely,

Cynthia Blume Audit Committee