

SWEET ADELINES INTERNATIONAL CORPORATION

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2012-2013

**VERIFICATION OF AUDIT**

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

The completion of this form is MANDATORY.

This is to verify that the chapter's or region's books and financial records for the period of May 1, 2012, to April 30, 2013, 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 TUNE TOWN SATON CHAPTERS REGION # 4  
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 6/27/2013

*Samantha Rowley*

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

Board of Directors  
TuneTown Show Chorus

June 27, 2013

On June 25, 2012 the TTSC internal audit committee, Wanda Barnes, Linda Resha and Rebecca Lyford, reviewed the financial records of TTSC for the period May 1, 2012 through April 30, 2013. Prior to performing the audit the committee reviewed the chapter guidelines on auditing and past years auditor's reports.

The records are in good condition, extremely well organized and accurately recorded the transactions supported by the documents provided. The objective of the review was to determine if the records reasonably reflected the revenues and disbursements for this period.

Monthly bank statements were reviewed for both deposits and disbursements. Invoices and receipts were reconciled with the bank statements for completeness and accuracy. Deposits and disbursements were consistent with the financial records.

One recommendation we had was that the Board determine whether or not scrip cards should be ordered before money is received for the card from the member. The only other recommendation we had was that members who use Pay Pal for any reason be required to pay the Pay Pal charge

The following specific tasks were carried out as follows:

1. Wanda and Linda reconciled the Treasurer's monthly statements with the bank statements.
2. Linda verified deposits and disbursements for proper documentation for Jan - April , 2013/
3. Wanda verified deposits and disbursements for proper documentation for May, 2012 - Dec. 2012.
4. Rebecca reviewed the fronts of the main account checks and bank statements regarding the electronic disbursals for any irregularity in payees.
5. Rebecca checked the savings account statements for irregularities.
6. Linda reviewed the show bank statements and the show monthly Treasurer's report.

Respectfully Submitted,

Internal Audit Chair

A handwritten signature in cursive script, appearing to read "Linda Resha", written in black ink.