

May 14, 2015

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, 2015. Our internal audit committee was comprised of three chorus members: Deborah Miller, Misty McGrady and Pam Kemp, all of which have either accounting or financial backgrounds.

Using your records and receipts listings for the fiscal year dated 5/1/2014 through 4/30/2015, 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 discovered that one major expense receipt was never sent to you, although you did have multiple email correspondences negotiating the expenditure. You agreed to follow up on obtaining a final receipt for your files as soon as possible.

Sincerely,



Deborah Miller
Audit Committee