

June 23, 2017

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, 2017. Our internal audit committee was comprised of three chorus members: Kristina Hemphill, Pam Kemp, and Misty McGrady, all of whom have either accounting or financial backgrounds. We conducted this audit on 6/22/2017. As incoming Team Leader, Suzy Woods observed the audit process.

Using your records and receipts listings for the fiscal year dated 5/1/2016 through 4/30/2017, 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 several large and/or unusual disbursements. In general, we found your records to be in very good order.

During the prior fiscal year 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. During this year's audit, we noted that the form was used sometimes, but not all the time. We discussed and agreed that the form should be used to track all seed money withdrawals going forward.

In addition, during the 2016 audit, it was suggested that you consider setting up a separate bank account for restricted donations (e.g. VWF scholarship) if it could be done without additional bank fees being charged. It was determined from this year's discussions with you, that you did in fact look into setting up a separate account. However, the bank fees and lack of access associated with small accounts did not make this a feasible course of action. We noted that you do track the restricted donations, and can readily identify all related transactions.

Thank you for your dedication to the chorus, and for your work as Finance Coordinator.

Sincerely,

Pam Kemp
Audit Committee