

July 12, 2013

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, 2013. Our internal audit committee was comprised of three chorus members: Deborah Miller, Cindy Blume and Misty McGrady, all 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 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, recommendations were made regarding developing an expense report for Kim to use to list her debit card transactions rather than simply submitting receipts which could easily get lost. You readily agreed to implement those recommendations as soon as possible.

Sincerely,



Deborah Miller
Audit Committee