Date

**Name of Treasurer**

**Name of Organization**

700 Warrendale Rd, Gibsonia, PA 15044

To Whom It May Concern,

As you requested, we have reviewed the financial records for Organization Name for the insert fiscal year. The records represent the financial statements as prepared by Organization Name Treasurer, insert Treasurer Name. The records for review should consist of financial statements, bank account statements, Payment Request Forms for all expenses and the supporting documentation for those expenses. The revenues generated by the Organization Name were recorded by the treasurer as they were reported to her by the various committee chairpersons. The supporting documentation for those revenues is to be maintained by Committee Chairs/Treasurer. To that extent, our review of the revenues generated by the Organization Name will consist of verifying the recorded revenue to the bank deposit slips, the bank statements, supporting receipts and budget review.

Based upon our review (check on box):

The financial records of the Organization Name appear to accurately reflect the financial activity of the Organization Name for the insert fiscal year. The Treasurer appears to have compiled a complete and accurate record of all activity for the organization. The expenditures of the Organization Name appear to be reasonable in amount and adequately supported by detail to verify their accuracy. Income deposits were also appropriately documented and supported.

The financial records of Organization Name appear to accurately reflect the financial activity of the Organization Name for the insert fiscal year, with a few exceptions, as outlined in the attachment. The expenditures of the Organization Name appear, for the most part to be reasonable in amount and are adequately supported by detail to verify their accuracy. Income deposits were, for the most part, appropriately documented and supported. Please refer to the attachment.

The financial records of the Organization Name were reviewed, and we were not able to appropriately confirm the financial activity of the Organization Name for the insert fiscal year due to missing review information as outlined on the attachment.

Please see the attachment for any non-compliant circumstances in which we could not substantiate activity or in which guidelines for the PRSD or the Organization Name were not followed. If no issues were found, it will be reflected in the attachment.

Please contact us with any questions.

Sincerely,

Attachment