

Date

From: (Auditor's Name)
To: President or Senior Member of Private Organization Advisory Board
Subj: CY 2018 ANNUAL INDEPENDENT AUDIT OF (PO NAME)
Ref: (a) MCIPACO 5760.1
Encl: (1) Annual Balance Sheet dated 31 Dec 2017
(2) Annual Statement of Income and Expenses for the period 1 Jan -
31 Dec 2017

1. Per the reference, an independent audit was conducted of the accounts and records of the (PO name) for the period 1 Jan - 31 Dec 2017. This independent audit was conducted in compliance with the reference using generally accepted auditing procedures.

2. The cash account was found to be as follows:

Cash balance as of 1 Jan 2017	\$ _____
Cash receipts period audited	\$ _____
Total cash to be accounted for	\$ _____
Less cash disbursements period audited	\$ _____
Cash balance as of 31 Dec 2017	\$ _____
Cash on hand (counted)	\$ _____
Cash in MBF:	
Checking Account (Reconciled)	\$ _____
Savings Account (Confirmed)	\$ _____
Cash Balance Confirmed	\$ _____

Cash on hand was counted. Cash in the checking account was reconciled to a statement of the (banking facility name). The savings account was found to be in agreement with a statement of the (banking facility name).

3. The treasurer(s) or custodian(s) of the subject fund for the period audited was (name and title).

4. The enclosures were found to be in agreement with the records of the subject fund and are submitted recommending approval.

5. (This paragraph is reserved for any remarks concerning the condition of the fund, differences in property inventories, and recommendations, if desired. Delete if not needed.)

6. Accounts and records were maintained in a (satisfactory/unsatisfactory) manner. All existing regulations have been complied with throughout the period audited unless otherwise noted elsewhere in this report.

I. C. EVERYTHING

Copy to:
Treasurer/Custodian
MCCS Community Services Coordinator