

Sample Chapter/State Audit Committee Letter

Report of Audit Committee

Date (insert)

The members of the Audit Committee have examined the records of the Treasurer of the (name of the organization), namely the account registers for checking, savings and investment accounts, bank statements and supporting documentation. We find the records to be in good order and their contents to appear reasonable.

We have also reviewed the financial statements for (name of the organization), which summarize the records referred to above, for the year ended (insert fiscal year-end date). These statements appear to fairly represent the financial position and the revenue and expenses for the organization.

Signed,

Printed Name and Signature

Printed Name and Signature

Printed Name and Signature

Printed Name and Signature