

THE MARKET STREET SINGERS 2016 ANNUAL AUDIT REPORT

BALANCE ON HAND at time of last audit 12/31/15 \$ __17,112.58__

ENDING BALANCE in checking account 12/31/16 \$ __16,640.97__

We have examined the financial records of the treasurer of the Market Street Singers and find them to be correct with no recommendations.

Recommendations: None

Audit completion date ____ 9/2/17 ____

Auditor's Name ____ Birdie Bagwell ____

Auditor's Name ____ Lynn Arnold ____

Accountant/Board Response:

No comments provided

Auditor's Response:

Auditor's Signature 

Auditor's Name ____ Birdie Bagwell ____

Auditor's Signature 

Auditor's Name ____ Lynn Arnold ____

Date Oct 3, 2017

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Date 9/2/17 Fiscal Year 2016

Dates covered by this audit 1/1/16-12/31/16

Months (3-5) selected for audit: January, June, December (November Silent Auction)

Check numbers and debit card transactions reconciled to check register and receipts in this audit: 3994, 3995, 3988, 4066, 4060, 4064, plus debit card transactions each month, if available.

Income transaction dates reviewed in this audit for:

Donations Non-Participants: 12/11/16 (multiple)

Participants: 1/6/16, 1/14/16, 1/23/16, 1/28/16, 6/8/16, 6/14/16, 6/30/16, 12/1/16, 12/10/16, 12/11/16

Donations-in-kind: 1/14/16, 6/25/16, 12/6/16

Fundraising: 1/6/17, 1/27/16, 6/30/16, 12/11/16

Sheet Music Fee: 1/6/16, 6/8/16

Detail:

- Prior years issues/recommendations reviewed for corrections or explanations.
- Random deposits and expenses chosen to review within each month audited, plus any other of interest.
- Reviewed Sec of State WA, Nonprofit Corp Annual Report Filing
- Reviewed 2017 Business License Tax Renewal for December
- Reviewed and verified tax forms filed for completion: Business License Tax Return, 990-N, 1099-K, 1099-Misc, 1096; and accuracy for 2016 totals filed in January 2017;
- 1099's for 2016 filed via Quickbooks electronically, verified with printed report from Quickbooks and Income/Expense detail.
- Bank reconciliations were verified against Balance Sheet for the following selected months: January, June & December for 2016 and signed off by Treasurer.
- 2016 Bonuses for Chris, Ingrid and Ken built into budget and verified with check register.
- Verified YE Balances against Quickbooks reports.
- Verified In-kind donation receipts with donor names against Donation In-Kind form against Detail Report and Balance Sheet under expense and income.
- Reviewed selected fundraising for Cash: Boeing Matching and Affinity Shopping for Amazon, Kroger/Fred Meyer, Ballar Market, etc.
- Verified Silent Auction income by random selection, November 2016.
- PayPal contributions verified.