

July 20, 2017

Kearsarge Area Chamber of Commerce
PO Box 301
Warner, NH 03278

Dear Board of Directors,


We have reviewed the Kearsarge Area Chamber of Commerce documents submitted to us for the year 2016 and while we have found no fraud the lack of records and procedures made it so we were unable to verify this. We would highly recommend doing the following:

1. Purchase QuickBooks. It can be purchased on techsoup.org/intuit for \$50 for non-profits. You can use this program to track all the income, expenses, and reconcile the bank accounts.
2. Keep copies of checks written or check stubs attached to bills in the binder. There should be a bill or receipt for every check written.
3. Keep copies of checks received along with the deposit slip. Copies of the square report should also be in the binder.
4. Separate each year with either tabs in the binder or separate binders.

By doing the above suggestions you will put in place checks and balances that will allow you to properly track all of the income and expenses. There will also be no question as to whether any fraud is being committed. Please know that if there are any questions the above items we are more than happy to assist you.

It has been a pleasure working with you.

Sincerely,


Amber Dubois