



# Armada Area Schools

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October 31, 2011

To Whom It May Concern:

As requested by the Armada Education Foundation Board, I have worked closely with the Treasurer of the AEF, Steve Lichtenfelt, and the Executive Director of AEF, Cathy Deneweth, to complete an internal audit. The audit examination included the financial activities of the Armada Education Foundation beginning January 1, 2009 and ending September 30<sup>th</sup>, 2011.

Receipts, expenditures and bank statements were accurately represented in the Foundation Treasurer reports. Appropriate supporting documentation has been acquired and proper recording procedures have been practiced.

I have made a few recommendations to improve the day-to-day operation of the financial procedures. I have met with Steve and Cathy to discuss said recommendations.

It is with confidence I state that the Armada Education Foundations is fiscally responsible and working in the best interest of the educational community of Armada Area Schools.

Sincerely,

Kimberly A Thomas  
Business Analyst  
Armada Area schools

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