



June 1, 2025

**Board of Directors**

Friends of Townsend Fire  
17937 Front St.  
Townsend WI, 54175

**Subject: External Audit Letter of Opinion**

Dear Members of the Board,

We have completed our audit of the financial statements of **Friends of Townsend Fire** for the period ending March 31, 2025. The purpose of this letter is to communicate our opinion regarding the financial position and operations of your organization based on our audit.

**Audit Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of **Friends of Townsend Fire's** financial position as of April 1<sup>st</sup>. 2025 and they have been prepared in accordance with GAAP. The records maintained by your organization are accurate and complete, which allowed us to conduct a thorough audit.

**Key Findings**

1. **Accuracy of Financial Records:** We noted that the financial records were meticulously maintained and accurately reflect the transactions of the organization.
2. **Internal Controls:** The internal controls in place are effective in preventing and detecting any potential misstatements. All transactions have substantiation provided in duplicate form and all samples were verified for evidence of accuracy to ensure the effectiveness of the financial reporting.

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3. **Compliance:** We found no significant issues regarding compliance with relevant laws and regulations applicable to your non-profit status. **Friends of Townsend Fire** has provided well organized and detailed records, aiding in the audit process.

### Recommendation

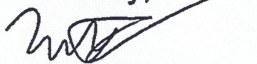
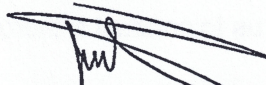
For continued compliance with IRS Regulations and recordkeeping purposes, to maintain IRS compliance we recommend that a record or spreadsheet be maintained with a running total of each individual's annual contribution. Name, address, and total contribution broken down by cash/non-cash/volunteer hours donated.

### Conclusion

The ongoing support from stakeholders, including board members, volunteers, and donors, is crucial for maintaining the reputable standing and operations of **Friends of Townsend Fire**. We commend your commitment to transparency and financial integrity, which reflects positively on the trust that your stakeholders place in this organization.

We would like to extend our gratitude for the cooperation and support provided by your management throughout the audit process. Should you have any questions regarding this letter or our findings, please feel free to reach out.

Sincerely,

  
William Retza

Jennifer Unterholzner

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