



April 28, 2020

Assistance League® of The Columbia Pacific  
Linda Moreland, Treasurer, 2019-20, [treasurer@assistanceleaguecp.org](mailto:treasurer@assistanceleaguecp.org)  
Karen Radditz, President, [president@assistanceleaguecp.org](mailto:president@assistanceleaguecp.org)

VIA EMAIL

Dear Linda,

We thank you for submitting your chapter's review/audit for the fiscal year 2018-2019, the management letter, the **Financial Compliance Report** and IRS Form 990.

The national organization has defined policies that are intended to set a standard of excellence and best practice. The **Financial Compliance Report** is a tool to verify that chapters are following policy. The goal of the National Finance Committee is to provide education and financial information to our chapters and to help them present their information to the public and potential donors in the most positive light possible while meeting the standards of the IRS, nonprofit accounting and the nonprofit community.

Congratulations on your program service return of 74.52%. Clearly, your chapter is doing a commendable job at providing a presence in the community through your philanthropic programs.

#### Financial Compliance Report

*If any errors were found in your Financial Compliance Report, they are listed below. We have corrected any errors, and a corrected copy is attached.*

- Question 9 – Fundraising Activities – Retail Activities
  - Fundraising Retail Activities were entered twice on the FCR report
- Question 9 – Fundraising Activities – Fundraising Events and Activities
  - Fundraising Events were entered twice on the FCR report
- Question 12 – Contributions/Grants
  - The information for Contributions and Grants was entered twice on the FCR report

#### Form 990

It is important that Form 990 present an accurate and complete picture of the chapter since all nonprofit IRS Form 990's are public documents available to all, including prospective donors who are evaluating nonprofits.

Congratulations on the presentation of an excellent and complete Form 990-EZ and thank you for your efforts in its preparation and review. We note that you correctly included Assistance League's exemption number 4176 on page 1F. The group exemption number is needed to verify the chapter's nonprofit status. This is especially important to donors.

*Transforming Lives • Strengthening Community*

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Please share this letter with your board. If you have any questions, please e-mail me at [finance08@assistanceleague.org](mailto:finance08@assistanceleague.org) or contact Ashlie Counts-Jenkins at [financechair@assistanceleague.org](mailto:financechair@assistanceleague.org)

It is our hope that you will regard these comments as educational in nature with the purpose of improving the financial reporting.

Sincerely,

Elizabeth Quealy  
Financial Compliance Review Committee

cc Sharon Hicks, Vice President of Chapter Finance  
[VPChapterFinance@assistanceleague.org](mailto:VPChapterFinance@assistanceleague.org)

Assistance League National Office

Because we do not examine the underlying books and records of the financial information, we cannot offer an opinion in the accuracy of the presented financial information or the financial statements taken as a whole.