Appendix H - Sample Transmittal Letter for Annual Audits

(designated recipient organization)
(address)
(date)

Chief Financial Officer
United States Mint
Department of the Treasury
Washington, DC 20220

RE: Annual Audit Report

The (name of designated recipient organization) has been designated the recipient of commemorative coin surcharge funds by (title and date of enabling legislation).

To comply with Section 529, Commemorative Coin Program Restrictions, of Public Law 104-208, Omnibus Consolidated Appropriations For Fiscal Year 1997, an audit has been completed. The auditor has reported on the fairness of the (name of recipient organization) management's assertion regarding compliance with the Section 529 of Public Law 104-208, the (title of enabling legislation), and the Mint's policy concerning the receipt and expenditure of surcharge funds, and other requirements. The auditor's report is attached.

The auditor has reported that the assertion of (designated recipient organization) (is/ is not) (if is not, include Corrective Action Plan) fairly stated.

We are forwarding this report not more than 90 days following the end of our fiscal year, which ended (date.) A copy of this audit report has been made available to the public at our offices at (location).

Very truly yours,

(name)
Chief Executive Officer (or Chief Financial Officer)
(designated recipient organization)

Cc: Secretary of the Treasury
Attachment: Audit Report