



Holyfield & Thomas, LLC

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To Management and the Board of Trustees of
The Society of the Four Arts, Inc.
Palm Beach, Florida

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of The Society of Four Arts, Inc., (the "Society") as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Society's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing an opinion on the Society's financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control. Accordingly, we do not express an opinion on the effectiveness of the Society's internal control.

Definitions Related to Internal Control Deficiencies

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Society's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our Responsibilities

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We do make one recommendation for your consideration, as discussed below.

CURRENT YEAR COMMENTS

Other Matter for your Consideration

2017-01 – Policies and Procedures Manual

During the current audit, we noted the Society does not have a formal Policies and Procedures manual. We also noted the Society does not have a formal policy on the disposition of assets, outside of those in the collection. In order to promote a better environment for training new employees, cross-training existing employees and planning for unforeseen or periodic absences, we recommend the Society develop a comprehensive Policies and Procedures manual that covers all departments within your Organization.

Management response: Management agrees with this recommendation and will work to develop a Policies and Procedures manual.

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This communication is intended solely for the information and use of management, those charged with governance and others within the Society and is not intended to be and should not be used by anyone other than these specified parties.

Holyfield & Thomas, LLC

West Palm Beach, Florida
December 12, 2017