

CHECK OFF LIST
LINDENWALD United Methodist Church
 Financial Audit

Date JULY 8, 2009 Page 1

Committee Members (Signature)

JESSE FRANKLIN MONTGOMERY
Jesse Franklin Montgomery
 CHAIRMAN, FINANCE - LWMC

		Date Completed	Initials
<u>Reconciliation of Bank & Investment Accounts</u>			
① ✓ Operating Bank Account #	<u>89 1109 (LCNB)</u>	<u>07/08/09</u>	<u>JFM</u>
	Month <u>JUNE '09</u>	<u>07/08/09</u>	<u>JFM</u>
	Bank Account # <u>N/A</u>		
	Month <u>N/A</u>		
	Bank Account # <u>N/A</u>		
	Month <u>N/A</u>		
	Are Bank Accounts Balanced Monthly	<u>YES 07/08/09</u>	<u>JFM</u>
	Verification of Beginning and Ending Year Balance	<u>YES 07/08/09</u>	<u>JFM</u>
<u>BANK & INVESTMENT</u>			
	Verification of account signatories	<u>YES 07/08/09</u>	<u>JFM</u>
	Verification of telephone or other transfer		
	Safe deposit box access checked	<u>N/A</u>	
	Account balances confirmed by Bank/Company		
② Name <u>CITIZEN OF DEPOSIT</u>	Confirmation Sent & Returned <u>Nash City Bank</u>	<u>07/08/09</u>	<u>JFM</u>
Name	Confirmation Sent & Returned <u>5386090959</u>		
Name	Confirmation Sent & Returned <u>N/A</u>		
Name	Confirmation Sent & Returned <u>N/A</u>		
<u>INCOME</u>			
	Two unrelated persons counting	<u>YES 07/08/09</u>	<u>JFM</u>
	Timely deposit of funds <u>1 WK OR LESS</u>	<u>OK 07/08/09</u>	<u>JFM</u>
	Transmittals checked against deposits	<u>YES 07/08/09</u>	<u>JFM</u>
	Transmittals checked against postings to GL	<u>YES 07/08/09</u>	<u>JFM</u>
→	Verification other income processes	<u>N/A</u>	
	Designated funds directed to restricted accounts	<u>YES 07/08/09</u>	<u>JFM</u>
	Pledges recorded on donor records	<u>YES 07/08/09</u>	<u>JFM</u>
	Confirmations sent to donors	<u>YEAR-END 07/08/09</u>	<u>JFM</u>
	# sent <u>163</u> (Keep a list)		
	# returned <u>0</u>		
	Differences researched and cleared <u>NONE LAST YEAR</u>	<u>07/08/09</u>	<u>JFM</u>

Completed on 7-27-09

Mailed to District 7-29-09
LR

Date 07/08/09

		Date Completed	Initials
Finance Secretary records reviewed	YES	07/08/09	JSM
Finance Secretary records agree with general ledger	YES	07/08/09	JSM
DISBURSEMENTS			
Invoices properly approved	YES		JSM
Check number and date noted	YES		
Purchase order system, if applicable, working	N/A		
Accounts to charge noted on invoice	YES		
Any invoices to vendors over 30 days in arrears	NO		
Apportionments paid per board direction	YES		
Interest & service charges recorded	YES		
Verification of checks at random	YES		
General Ledger balances equal daily transaction	YES		
Are restricted gifts kept in separate account	NO		
Procedure in place to distribute gifts on a regular basis	YES		
Designated gifts paid out timely	YES		
REPORTS			
Do reports provide complete picture	YES	07-08-09	JSM
Are reports helpful to committee members	YES		
Do reports include approved budget	YES		
Over budget expenditure approvals in order	YES		
Are there controls for over expenditures	YES		
Policies for Restricted Funds reviewed	YES		
Restricted Funds used according to policy	YES		
Regular reports on pledge giving to finance committee and pastor	YES		
GENERAL LEDGER			
Appropriate separation of restricted funds	YES	07-08-09	JSM
Internal controls for receipts reviewed	YES		
Internal controls for disbursements reviewed	YES		
Other asset accounts reviewed (equipment, buildings, contracts, etc.)	YES		
Accounts Payable reviewed	YES		
Accounts Receivable	YES		
Prepaid Expense account reviewed	N/A		
Unearned Income account reviewed	N/A		
Fund Balance from prior year correct	YES		
Correct Fund Balance carried into next year	YES		

Date Jan 07/08/09

		Date Completed	Initials
<u>ADMINISTRATIVE</u>			
Church has Employer Identification Number	YES	07-08-09	[Signature]
File for EIN and tax filings safeguarded	YES		
Incorporated papers are safeguarded	YES		
Deed to church property and/or mortgage are safeguarded	YES		
Insurance policies are safeguarded	YES		
Prior year insurance policies are safeguarded	YES		
Does church have separate bond for persons handling money	NO		
<u>Payroll</u>			
Personnel files kept by individual	YES		[Signature]
Personnel files safeguarded and confidential	YES		
Salaries paid according to approval	YES		
Tax forms issued to clergy persons, employed persons and government	YES		
Payroll tax deposits made and timely remittances to government	YES		
Time sheets filed and approved (not by treasurer)	N/A		
Employer benefits paid and current	YES		
Are there any salary reduction plans in effect	NO		
Did proper board/committee approve and is written documentation in file	N/A		
Verification of amount paid to persons on contract/honorarium	N/A		
Proper approvals for persons paid on contract/honorarium	N/A		
1099s filed for over \$600 paid on contract	YES		6 WK SUMMER HIRE
<u>PROPERTY & EQUIPMENT</u>			
* List all land, buildings, vehicles, etc that is owned by the church		07/08/09	[Signature]
* Locate the title and/or deed to the land, building, and vehicles		SEE ATTACHED SHEET	
Are the title and deeds maintained in a safe place	YES		
Is adequate insurance maintained on all applicable property and equipment	YES		

AND AMOUNT VERIFIED

07/08/09
SEE ATTACHED SHEET

6 WK SUMMER HIRE

Property Owned by Lindenwald United Methodist Church

1. ✓ 3501 Pleasant Avenue
Hamilton, Ohio 45015 *includes parking lot @ cross Hayes Avenue*
2. ✓ 3526 Arlington Avenue
Hamilton, Ohio 45015
3. ✓ 4158 Freeman Avenue
Hamilton, Ohio 45015
4. ✓ 105 W. Fairway Drive
Hamilton, Ohio 45013
5. ✓ 2002 Dodge Ram Wagon

Note:

All Titles and Deed to the above properties and vehicle are located in the safe located in the Church Office, 3501 Pleasant Avenue, Hamilton, Ohio 45015.

REVIEWED
ASST
