

AUDIT FINDINGS

Bank Reconciliations

- All bank statements provided, and monthly reconciliations done
- Reconciles bank balances agree to total fund balances

Church Board Minutes

- All board minutes provided
- Verify actions of a financial nature (opening and closing of bank accounts, change of signatures, board approved expenses)

Financial Statements

- All monthly financial statements provided
- Test for accuracy and completeness

Receipts

- Deposits made timely
- Income entered in receipts journal matches bank deposits and SECC weekly/monthly reports in total and breakdown
- Non-tax deductible income handled correctly (e.g. contributions to specific individuals, ticket purchases, church retreat payments)
- Interest from bank and investment accounts posted

Disbursements

- All checks, automatic bank payments and bank charges entered and posted to appropriate fund in disbursements journal
- Voucher file provided and organized in check number/online payment number order
- Adequate supporting documentation for every disbursement

Remittance to Conference

- Due by the 10th but in our audits, we test for the 15th

School Subsidy

- Current

Payroll

- All employees should be processed through Conference Human Resources
- All payments to employees should be processed through Conference payroll

1099-Nonemployee Compensation

- Independent contractors paid \$600 or more per calendar year issued 1099-NEC Forms by January 31st of following year

Overspent & Inactive Local Funds

- Report on overspent or inactive funds

Investments Out-of-Policy

- Report on investments outside of NAD working policy