

# Audit Report Supplement

## Oklahoma Conference of The United Methodist Church

Answer the following questions and explain in adequate detail any "No" answers? Use the tab key to move through the fields.

### Church:

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For the period beginning January 1, \_\_\_\_ and ending December 31, \_\_\_\_

Please answer the following questions and explain in adequate detail any "No" answers.

- |   | <b>Yes</b>               | <b>No</b>                | <b>If no, explain</b> |
|---|--------------------------|--------------------------|-----------------------|
| 1. Is counting of funds received performed by at least two people not of the same household?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 2. Has the Committee on Finance established procedures for depositing funds received?   | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 3. Are the funds deposited promptly in accordance with the procedures established by the Committee on Finance?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 4. Does the Financial Secretary keep records of the contributors and payments?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 5. Are bank accounts reconciled monthly by someone who does not write checks?   | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 6. Are the Church depositories approved by the Church Council?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 7. Is the person who writes the checks different from the person who signs the checks?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 8. Are budgets prepared by the Committee on Finance?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 9. Are budgets approved by the Church Council?  | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 10. Are changes to the budget approved by the Church Council?   | <input type="checkbox"/> | <input type="checkbox"/> |                       |
| 11. Did the Treasurer disburse all money contributed to causes represented in the budget, and such other funds and contributions as determined by the Church Council? | <input type="checkbox"/> | <input type="checkbox"/> |                       |

12. Did the Treasurer remit, each month, to the conference treasurer all World Service and conference benevolence funds on hand?
13. Were contributions to benevolence used for the cause to which they were given?
14. Were contributions designated for specific causes and objects promptly forwarded according to the intent of the donor?
15. Were contributions designated for specific causes and objects used for the purpose to which they were given?
16. Did the Treasurer make regular and detailed reports on funds received and expended to the Committee on Finance and the Church Council?
17. Did the Committee on Finance prepare an annual report to the Church Council of all designated funds that are separate from the current expense budget?
18. Is the Treasurer adequately bonded?
19. Are payroll taxes paid on a monthly basis?
20. Have you received any communication from the IRS regarding unpaid taxes?
- If yes, explain
21. Is the information provided on the Financial Summary accurate and complete?
22. Has the Financial Summary been approved by the Finance Committee and the Administrative Council?
23. a. Do you have written internal accounting control policies and procedures?

- b. Have the policies and procedures been reviewed this year?
24. Are the above procedures adequate to ensure the appropriate safekeeping and accuracy of the finances of the church?
25. Was the GCFA Local Church Audit Guide followed in conducting this audit?
26. Were there recommendations for improvement as a result of the audit?

If yes, list recommendations. \_\_\_\_\_

27. Who performed the audit?  External Auditors  Church Auditing Committee  
(check one)

Provide the name of the external auditors or the names and positions in the church of members of the Church Auditing Committee.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of Finance Committee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Pastor

Copies of this report and Audit Report Financial Summary should be provided to the district superintendent by August 1 and copies included with Charge Conference reports.

Churches/ministries receiving funds from the Oklahoma Annual Conference should also provide copies of this report and the Audit Report Financial Summary to the conference treasurer by August 1.

**NOTE: Remember that you cannot save copies of this PDF form unless you have Adobe Acrobat Professional - so be sure to print copies before you close this document.**