

2009 AUDIT REPORT

Audit committee meeting of 3/22/2010,
Emanuel Lutheran Church at 7:30PM
Subcommittee of Finance Committee

Present: Kim Hamm
Beth DeKuiper
Jeanne Kagey
Tammy Brand, Treasurer
Jim Grey, member of Finance committee

Tammy provided the committee with ELCA guidelines for audit procedures. She provided the committee with all the paid receipts with signed vouchers, bills, bank statements and canceled checks for 2009 year for General Funds which includes all designated fund accounts.

All checks are to be signed by 2 signers from the list of 6, Treasurer, Pastor, and council representatives, President, VP, Secretary and member at large.

The committee randomly selected accounts to audit and found the following:

On very rare occasions it was noted that a 2nd signature was missing.

It would be helpful for audit purposes only if expense account numbers were placed on vouchers. (Note: The Treasurer is now doing this since February 2009)

Checks marked VOID should be so marked in indelible ink rather than pencil.

The committee as a whole found the work of the Treasurer very thorough and her work exemplary. We followed items from purchase to payment, all were well recorded.

It would be the recommendation of the Audit Committee to charge the Financial Secretary with the recording of checks on bank deposits by name and said deposit records retained by the Financial Secretary for number of years as required by the IRS for audit purposes. At the present time all deposits by the Financial Secretary are sent to the bank with only an adding machine tape.

The committee also recommends that the Treasurer provide the Finance Committee members with a monthly copy of the check register of paid expenses.

Respectfully submitted, Jeanne Kagey, member