



# Peace of Mind

Basic Procedures	Silver	Gold	Custom	Frequency
<b>1) Bank accounts (checking and investment)</b>				
A) Analyze bank reconciliations for timely completion, agree balances to the general ledger and to the bank statements. Scan bank statements for unusual reconciling items. Identify any old outstanding checks and follow up with management.	✓	✓		Annual
B) Obtain bank statements and analyze for unusual or inappropriate activity. Agree balances to bank reconciliations.	✓	✓		Annual
C) Scan canceled checks for unusual or inappropriate checks. Agree to bank reconciliations.	✓	✓		Annual
D) Analyze interbank transfers for proper accounting treatment.	✓	✓		Annual
<b>2) Internal controls</b>				
A) Analyze controls related to receipts and deposits.	✓	✓		Annual
B) Analyze controls related to disbursements.	✓	✓		Annual
<b>3) Compliance interviews with the following individuals:</b>				
A) Treasurer	✓	✓		Annual
B) Finance committee chair	✓	✓		Annual
C) Financial secretary	✓	✓		Annual
D) Pastor	✓	✓		Annual
E) Church secretary	✓	✓		Annual
F) Two individuals involved with offering counts	✓	✓		Annual
<b>4) Journal entries</b>				
A) Analyze entries for reasonableness.	✓	✓		Annual
B) Test selected entries for proper authorization and supporting documentation.	✓	✓		Annual
C) Ensure total debits for all adjustments equal total credits.	✓	✓		Annual

**Basic Procedures Plus Subsidiary Details and Financial Reporting**

**1) Disbursements - On a sample basis (25):**

A) Agree disbursement to payment support and bank statement.		✓		Annual
B) Determine disbursements are properly approved.		✓		Annual
C) Determine disbursements are properly coded.		✓		Annual
D) Determine disbursements are in accordance with designation, if applicable.		✓		Annual

**2) Payroll**

A) On a sample basis (10% of total employees each month), determine that time sheets are completed and properly approved.		✓		Annual
B) Agree hours per sampled time sheets to payroll reports.		✓		Annual
C) Agree payroll reports to the general ledger.		✓		Annual

**3) Contributions - On a sample basis (25):**

A) Test receipts are deposited timely.		✓		Annual
B) Determine contributions are properly recorded.		✓		Annual
C) Determine contributions are classified in accordance with designation, if applicable.		✓		Annual

**4) Mortgage**

A) Obtain mortgage statements and ensure payments are properly recorded.		✓		Annual
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**5) Financial reports**

A) Ensure trial balance agrees to subsidiary ledgers (i.e., bank reconciliations).		✓		Annual
B) Prepare financial statements.		✓		Annual

**Additional client-specific requests**

A)				
B)				