

Report of Auditing Committee

1965

The Auditing Committee of the Church Council of United Evangelical Church met on Friday evening, October 22, 1965, in the Church for the purpose of auditing the books of the Church. There were present from the Committee Mr. Kenneth Burmeister and Mr. William Single, III, and, by invitation, the following additional Council members: Mr. J. Albert Fader; Mr. Alfred Johnson; and Mr. Richard W. Single.

The books were audited with an attempt to adhere to generally accepted accounting principles. The audit developed the following balances in the various bank accounts of the Church on the indicated date:

1. Equitable Trust Company checking account no. 71-6992-2: \$3,690.99 as of September 30, 1965.
2. Bradford Federal Savings and Loan Association savings account no. 31471: account closed on August 23, 1965.
3. American National Bank of Maryland savings account no. 8-1921: \$8,369.88 as of September 15, 1965.
4. American National Building and Loan Association savings account no. 55009: \$8,634.73 as of September 15, 1965.

The Committee undertook the following steps with respect to the general records of the Church:

1. Confirmed all bank accounts by letter except the checking account, which was reconciled however.
2. Examined two months' cancelled checks.
3. Examined all unpaid invoices.
4. Verified Church sales tax liability.
5. Reconciled taxes withheld from salaries from individual payroll sheets to the general ledger account.
6. Verified correctness of amounts of taxes withheld.
7. Accounted for funds due to Improvement Fund and Memorial Fund.

8. Examined supporting invoices of several accounts.
9. Checked at random one month's cash disbursements journal summary to the general ledger.
10. Examined and verified accuracy of payroll tax returns.
11. Examined benevolent donations.
12. Took trial balance of general ledger to ascertain its correctness.
13. Took random review of general ledger accounts to verify balance in same.
14. Verified correctness of payroll sheets.
15. Traced figures from worksheet to final Monthly statement for Council for one month.
16. Reviewed the records of the Improvement Fund as to the outstanding bonds.

As a result of this examination, the Committee is pleased to report that the general condition of the Church books of financial account is excellent, and congratulates the Financial Secretary on his successful, and obviously painstaking, handling of them.

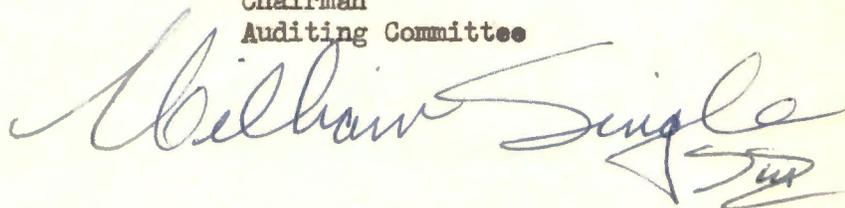
Also as a result of its review, the Auditing Committee makes the following recommendations for the consideration of the Church Council, and urges that the same be acted upon favorably:

1. A study be undertaken promptly by the Finance Committee with a view to the establishment of a centralized purchase invoice system to be utilized for all purchases made by the Church, including those made by the Sunday School which are to be paid for by the Church. At the present time there is no orderly system at all for handling Church purchases, and it is felt by the Committee that the institution of such a system will permit a closer control over such purchases, and will result in substantial economies being realized by the Church.
2. A detailed analysis should be made by the Finance Committee of all car expenses paid by the Church within the last two years, with a view to substantially reducing the same by establishing a maintenance schedule and by the purchase of needed materials and parts at other than retail outlets. The Committee feels the sums expended for car expenses to be too high for the services involved, and feels that the same can and should be reduced.
3. The separate item carried on the Church books as "Coke Machine" should be eliminated, and the same consolidated under some other heading, preferably "Church Supplies".

4. That consideration be given to and discussion held concerning the auditing of the Church financial records hereafter on a periodic basis by a Certified Public Accountant in addition to the review thereof by the Auditing Committee.

Respectfully submitted this Second day of November, 1965.

William Single, III,
Chairman
Auditing Committee

A handwritten signature in cursive script that reads "William Single, III". The signature is written in dark ink and is positioned to the right of the typed name. There is a small mark or flourish at the end of the signature.