



# UNITED EVANGELICAL CHURCH

(UNITED CHURCH OF CHRIST)

EAST AVENUE & DILLON STREET  
BALTIMORE, MARYLAND 21224  
CHURCH OFFICE  
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PHONE: 276-0393

JOHN STEPHEN FAIR, PASTOR  
PARSONAGE: 945 S. EAST AVENUE  
BALTIMORE, MARYLAND 21224  
PHONE: 276-0621

MEMO: 4 February 1986

To: Members of the Church Council

From: J. Edwin Myers, Chairman Auditing Committee

Subj: COMMENTS REGARDING EXAMINATION OF FINANCIAL RECORDS

1. Attached is copy of report submitted at the Congregational meeting on Sunday, January 26th, regarding the review and examination of the financial records of the Church.
2. We would like to submit the following: O-Observation - R-Recommendation
  - A. O---Errors being made on deposit slips  
R - Two adding machine tapes should be made on the deposits by individual members - one tape attached to the Financial Secretary copy and one tape attached to the bank copies.
  - B. O---Bank receipted deposit slips are not being returned promptly.  
R - The bank receipt of deposit slip should be returned as soon as possible but no later than the following Sunday to the Financial Secretary. If an error occurs this could be caught immediately and not wait until the bank statement comes in and the error is then detected. This causes the monthly income and expense statement to be incorrect.  
A person should be designated to pick up bank bag (with deposit slip enclosed) during the week.
  - C. O---Petty cash report from Church Secretary not being returned before the end of each month.  
R - This should be turned over to the Financial Secretary the Sunday prior to the making up of the monthly statement. Money on hand need not be turned in but the Financial Secretary should show the amount of petty cash on hand on the monthly statement.
  - D - O---Mini bus fund not deposited in a Savings Account.  
R - An account should be opened, paying the best rate of interest, so that the Mini Bus Fund can be built up.  
OR  
Add same to the present Harbor Federal Account but earmarked on the monthly statement as to the amount that has been set aside for this particular fund.
  - E - O---Noticed that Harbor Federal now has a balance of \$46,175.12  
R - Contact Harbor Federal to see what kind of account they could set up for us to pay a better rate of interest, term and no penalty for withdrawals. The amount should be at least \$20,000 or \$25,000.

OR

If you do not want to go this route, suggest that you shop around for a better deal on the investment of the funds.

F. O---Noticed that the Financial Secretary and Treasurer is on the Audit Committee.

R - This is a NO-NO, they should be present when the audit is performed but should not be appointed as members to this committee.

G. O---The Mini Bus Fund monies was withdrawn from the checking account and not deposited anywhere.

R - No designated funds should be withdrawn unless that particular fund is immediately deposited into an interest bearing account.

3. The observations listed above in no way reflects upon any one individual.

4. The recommendations are to try to rectify or resolve the matters for the future.



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MEMO: 26 January 1986

**To:** The Congregation Membership of the United Evangelical Church

**From:** J. Edwin Myers, Chairman Auditing Committee

**Subj:** EXAMINATION OF THE FINANCIAL RECORDS

1. On Wednesday, January 15th, in the presence of the outgoing Financial Secretary-Ruth Beckwith and incoming Financial Secretary-Calvin Gundlach, we, Catherine Weitzel - Nancy Gray Parker - William Voelker - Fred Long and J. Edwin Myers, reviewed and examined the financial records of the Church.
2. In our opinion the statement presented fairly the financial position of the Church.
3. Also, the books are in balance and all transactions were accountable.



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MEMO: 4 February 1986

To: Members of the Church Council

From: J. Edwin Myers, Chairman Auditing Committee

Subj: DEPOSIT SLIPS

1. I checked with the Equitable Trust Company/Highlandtown Branch regarding the use of an adding machine tape in lieu of listing all the checks on the deposit slip. The person I spoke with advised that we should continue to list the checks on the slip, as the checks themselves are sent downtown for verification. They only verify the total cash transactions and validate the deposit as to the total deposit submitted. They are not responsible for any missing checks that are not properly listed by bank code number and the amount of the check.
2. The person also said it would be helpful to attach an adding machine tape to the deposit slip, as this would be a double check of the amounts listed, i.e. checks, currency and coin.
3. In my memo to you under date of February 4th, line 2-A, I would strongly recommend that two adding machine tapes be prepared and done as follows:
  - a. Tape #1 - After the person lists the checks on the deposit slip, a tape should be made then sub total, add the total currency then sub total, add the total coin and then total.
  - b. Tape #2 - Another person should take the checks and add them up and total. Next add the total currency and total. Next add the total coin then sub total, pick up the total currency total, the total check total and then total out - the grand total should then agree with the first tape.
  - c. When tape #1 and tape #2 is completed and agrees, the first tape should be attached to the deposit slips and the second tape should be attached to the financial secretary's copy.
4. On the reverse side of the yellow copy, which is the copy that is turned over to the financial secretary, list the banded money of each denomination and also the rolled & loose coins by denomination. The total of each would then reflect the total amount listed on the bottom portion of the deposit slip.
5. Financially Churches today are not treated as such but as companies, therefore, for the record all the above suggestions are not my personal ideas or opinions but they are standard accounting procedures.