



UNITED EVANGELICAL CHURCH

(UNITED CHURCH OF CHRIST)

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

W. SCOTT HENGEN III, PASTOR
PARSONAGE: 945 S. EAST AVENUE
BALTIMORE, MARYLAND 21224
PHONE: 276-0621

MEMO: 5 April 1982

To: Members of the Church Council

From: J. Edwin Myers, Chairman Auditing Committee

Subj: Review of Church Office and Church Supplies Accounts

1. A review of the Church Supplies and Church Office Supplies Accounts was made and below is the listing of our findings:

CHURCH SUPPLIES

Candles		\$ 494.85	
Upper Rooms		250.00	
Sunday Bulletins		585.00	
Offering Envelopes		553.26	
Bulletins		38.69	
Others		<u>695.38</u>	
			\$ 2,447.18

CHURCH OFFICE SUPPLIES

Petty Cash		\$ 837.35	
Postage Stamps	\$ 390.13		
Mailings:			
Endeavor	249.83		
Offering Envelopes	15.00		
Upper Rooms	77.23		
Christmas Letters	33.44		
Charity (Pastor)	10.00		
Lanudry	94.78		
Miscellaneous	11.34		
Hardware	<u>5.60</u>		
Paper		644.71	
Ink		135.50	
Stencils		127.00	
Stationery (Misc)		257.37	
Others		<u>241.56</u>	
			2,243.49

2. Would recommend looking into a postage meter machine where you will have a more accurate account of money being spent on mailings. I do not know whether the bulk mailing could be handled thru this, if not, find out from the representative what would be the best control.
3. Would recommend that we shop around for better prices on our stationery supplies, especially memograph paper. I gave Millie the name of the person to contact at Stark Office Supply who will give us a 10% discount.