



UNITED EVANGELICAL CHURCH

(UNITED CHURCH OF CHRIST)

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JOHN STEPHEN FAIR, PASTOR
PARSONAGE: 945 S. EAST AVENUE
BALTIMORE, MARYLAND 21224
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MEMO: 3 February 1987

To: Members of the Church Council

From: J. Edwin Myers, Chairman Auditing Committee

Subj: COMMENTS REGARDING EXAMINATION OF FINANCIAL RECORDS

1. Attached is a copy of report submitted at the congregational meeting on Sunday, January 25, regarding the review and examination of the financial records of the Church.
2. We would like to submit the following: O-Observations/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's copy and one tape attached to the bank copy.
 - B. O - Bank receipted deposit slip/s are not being returned promptly.
R - The bank receipt of deposit slip/s 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 when the deposit bag/s are used again or when the bank statement is received. This causes the monthly income and expense statement to be incorrect.
A person should be designated to pick up the bank bag/s (with deposit slip/s enclosed) during the week.
3. The above recommendations were brought to your attention at the last audit on January 15, 1986 and again it seems that these have not been carried out.
4. The observations listed above in no way reflects upon any one individual.
5. These recommendations are to try to rectify or resolve the matters for the future.
6. We highly recommend that a letter of appreciation be sent to Robert Gundlach for his part in preparing the monthly financial statement on the computer. This not only simplifies the audit for us but it also makes the report easier to read and understand.



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MEMO: 25 January 1987

To: The Congregation Membership of the United Evangelical Church

From: J. Edwin Myers, Chairman Auditing Committee

Subj: EXAMINATION OF THE FINANCIAL RECORDS

1. On Monday, January 12th, in the presence of the Financial Secretary- Calvin Gundlach and Treasurer-Louise Parker, Sr, we, Florence Gundlach, 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.