



# Great Plains Conference United Methodist Women

## Affiliated Organizations Audit/Review

Month and Year, from \_\_\_\_\_ to \_\_\_\_\_

- Check one:    \_\_\_ Kansas Legislative Event for Advocacy in Faith (LEAF)  
                   \_\_\_ Mission Education Tour (METour)  
                   \_\_\_ Mission to Incarcerated Families (M2IF)  
                   \_\_\_ Mission u  
                   \_\_\_ Nebraska Ecumenical Legislative Event

Organization Chairperson Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_

Organization Treasurer Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_

Conference Treasurer Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_

### ***STATEMENT OF CASH ACTIVITIES***

	<u>Per Treasurer</u>	<u>Per Reviewer</u>
Beginning Balance (date _____)	_____	_____
Plus Total Receipts	_____	_____
Total Funds Available	_____	_____
Minus Total Disbursements	_____	_____
Ending Balance (date _____)	_____	_____

OVERVIEW FOR AUDITOR/REVIEWERS

- See [United Methodist Women Handbook 2021-2024: Funding the Mission: Finance Policies and Directions](#) All levels of UMW are to use the EIN (Employer Identification Number) of the Great Plains Conference. Exception is that the two legislative event organizations may use the EIN of their respective state’s Church Women United.
- Many Conferences use only one checking account for conference business and includes the above named Affiliated Organizations. The Conference treasurer is required to have an annual audit conducted by a CPA or a person with a four-year accounting degree. In most cases, the Affiliated Organizations have an annual event, making it unnecessary to have a full annual audit. Thus we have the Affiliated Organization Audit/Review.

PROCESS

- The Affiliated Organization Treasurer provides meeting minutes, annual financial reports and financial records (bank statements, check register, ledger, budget, vouchers, etc.) to the auditor/reviewers.
- Auditor/Reviewers examine the records and randomly select transactions to verify the Statement of Cash Activities.
- Auditor/Reviewers complete and sign this report and send copies of the report to the officers listed on the first page.

I/We have reviewed the Affiliated Organization’s records and randomly selected financial transactions related to this Schedule of Cash Activities to verify that:

1. Bank statements were reconciled monthly and agree with the check register/ledger.
2. All receipts, donations and/or registrations were photocopied and deposited in the bank account and recorded in the check register/ledger. Photocopies are attached to the deposit receipts.
3. All disbursements were authorized by budget, minutes or signed vouchers and recorded in the check register/ledger.
4. Excess funds (beyond what the Affiliated Organization needs to start the new year) have been returned to Great Plains Conference UMW.
5. Ending balance on this report agrees with the ending reconciled bank statement and check register/ledger balances after any necessary corrections. Attach an additional page if needed for corrections/recommendations.

AUDIT/REVIEW DATE \_\_\_\_\_

Reviewer Signature \_\_\_\_\_

Reviewer Printed Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_

Reviewer Signature \_\_\_\_\_

Reviewer Printed Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone & Email \_\_\_\_\_