

**UNITED METHODIST WOMEN
UNIT AUDIT REPORT**

District: _____

Conference: _____

Year: _____

Unit: _____

Treasurer: _____

Treas. Ph.: _____

Treas. Email: _____

STATEMENT OF CASH ACTIVITIES

	<u>Per Treasurer</u>	<u>Per Reviewer</u>
Beginning balance, January 1	\$ _____	_____
Plus total receipts	+ _____	_____
Total funds available	\$ _____	_____
Minus total disbursements	- _____	_____
Ending balance, December 31	\$ _____	_____

I/we have reviewed unit 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 were deposited in the bank account and recorded in the check register/ledger.
3. All disbursements were authorized by budget, minutes or signed voucher and recorded in the check register/ledger.
4. All mission funds collected were recorded on remittance forms and sent to the District UMW Treasurer, except those used for (a) unit mission projects, (b) administration and membership development activities and (c) a small amount retained to begin the new year, not to exceed one fourth of the new year's budget.
5. Ending balance on this report agrees with the ending reconciled bank statement and check register/ledger balances after any necessary corrections.

Corrections and recommendations (attach additional pages if needed):

Audit/Review date: _____ (add additional signature page if needed)

Reviewer Signature: _____

Printed Name: _____

Address: _____

Phone & Email: _____

Reviewer Signature: _____

Printed Name: _____

Address: _____

Phone & Email: _____

Send to: ___ Unit President ___ Unit Treasurer ___ District Treasurer

OVERVIEW FOR AUDITOR/REVIEWERS:

The *United Methodist Women Handbook 2017-2020*, page 79-86, says in part that each United Methodist Women (UMW) unit is to have their own bank account separate from church or personal funds (not one per circle), is to have one treasurer (not one per circle), and is to have an audit or financial review every year. A full scope audit is not required for most small to average sized units.

- If the Unit is using the Conference UMW EIN (Employer Identification Number) for banking (best practice since UMW funds are to be kept separate from church funds), the audit/review may be done as part of the church audit, or by the treasurer of another local unit, or by an audit/review committee from their own unit. The unit audit committee should be at least two people and should not include officers who can sign unit checks or sign vouchers authorizing unit checks.
- If the Unit is using the local church EIN for banking (not recommended), the audit/review must be done as part of the church audit. (Please confer with your District or Conference Treasurer about changing your bank account EIN to the Conference UMW EIN.)

PROCESS:

- A) Unit treasurer provides minutes, annual financial reports and financial records (bank statements, check register, ledger, budget, signed vouchers, etc.) to the auditor/reviewers.
- B) Auditor/reviewers examine the records and randomly selected transactions to perform agreed upon procedures listed on the Unit Audit Report form.
- C) Auditor/reviewers complete and sign the Unit Audit Report form and send copies of the form and any attachments to the Unit President, Unit Treasurer and District Treasurer by May 1st.

UNIT PRESIDENT

Name: _____
Address: _____
City, State, Zip: _____
Phone & Email: _____

UNIT TREASURER

Name: _____
Address: _____
City, State, Zip: _____
Phone & Email: _____

DISTRICT TREASURER

Name: _____
Address: _____
City, State, Zip: _____
Phone & Email: _____