

Schedule of Cash Activities

(Name of Conference)

(Period of time covered)

CASH

| | |
|------------------------------------|-------|
| Beginning balance, January 1, 20__ | _____ |
| Plus Receipts | _____ |
| TOTAL | _____ |
| Minus Disbursements | _____ |
| Balance, December 31, 20__ | _____ |

I have performed the procedures enumerated below with respect to the Schedule of Cash Activities for the year ended December 31, 20 __ for the United Methodist Women of _____ Conference.

1. Trace selected local unit remittances into receipts (stubs or carbon copies) and deposits recorded on checkbook stubs (or record) into a cash receipt record.
2. Obtain confirmations from selected districts to confirm remittances.
3. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that these expenditures are provided for in the budget or have been authorized by the Executive Committee as recorded in the minutes.
4. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.
5. Make sure that bank statements are reconciled monthly to agree with checkbook balance and the balance as reflected in the cash receipt and disbursement record.
6. Check the year-end balance, as shown on the year-statements, to determine that it agrees with that shown in the checkbook and the reconciled year-end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

Date

Signature

Name (printed)

Address

