

## Agreed Upon Procedures for Conference Audits

At the end of the year, the conference treasurer presents her books to either a certified public accountant or to a person who has a minimum of a four-year accounting degree. This person will perform certain procedures (outlined here) on the accounting records of the conference and completes a statement indicating that the procedures were satisfactorily performed. A copy of this statement is given to the conference treasurer and the conference executive committee, and a copy should be mailed by the auditor to the United Methodist Women National Office, 475 Riverside Drive, room 1503, New York, NY 10115, attention: Treasurer.

In order to facilitate the procedure review, the conference treasurer will provide the following materials:

- Copies of executive committee minutes.
- Copy of the conference budget.
- Remittance forms received from districts.
- Receipt forms.
- Vouchers properly signed by authorized persons.
- Checkbook stubs or records.
- Reconciled bank statements.
- Canceled checks.
- Duplicate deposit slips.
- Records of cash received and cash disbursed.
- Year-end statements of conference administration and membership development fund.

The person who has agreed to perform the procedures on the conference accounting records is to:

1. Trace selected district remittances into receipts and deposits recorded in checkbook or recorded 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 the 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 the 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-end 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.

After the procedures have been completed, the person performing the procedures fills out the Schedule of Cash Activities statement and submits it to the conference treasurer, with a copy to the conference executive team and to the United Methodist Women National Office.