

## MEMORANDUM

TO: Administrative Board DATE: Sept 9, 2025

FROM: Participating Audit Team (Steve Liday, Tricia Nelson, Ellen Ostbo)

RE: CAC Audit 7/2024 - 6/2025

### **Bank Reconciliations**

- Bank Account is current in reconciling
- Six checks were reviewed for required two signatures on amounts over \$2,000.
  - Check #11815 - \$3,428.30 - Ryan Doughty
  - Check #11817 - \$9,891.27 - Joshua Stager
  - Check #6006 - \$4,128.53 - Nick Charbonnier
  - Check #11695 - \$3,265.08 - Joshua Stager
  - Check #11960 - \$5,986.50 - Pro Sound & Lighting
  - Check #11967 - \$2,792.00 - Becks Botanical Inc.

### **Payroll Tax Report**

- Reports filed are in compliance with tax requirements.

### **Great Commission Fund**

- Monies are sent the following month that giving is received, in accordance with congregational giving for this fund. Any delays occur in order to confirm the correct amount in dedicated giving.

### **Financial Statements**

- Verified on a sample basis that invoices support expenses paid.
- Validated financials in Annual Report trace back to accounting records. The months covered are 7/01/2024-4/30/2025, as the Vision meeting was held in June.

### **Cash Receipts**

- Counting Slip is signed by two individuals and matches Bank Deposit Slip. Sampled dates are 9/26/2024 and 1/24/2025.

Please let me know if there are questions or comments - Steve Liday, Audit Team Leader

C: Rick Ellis, Jenny Schuening, Mel Yamase, Ryan Doughty, Melinda Beck