

SOUTH CENTRAL CONFERENCE
SEVENTH-DAY ADVENTISTS
TERRITORY: KENTUCKY • TENNESSEE • ALABAMA • MISSISSIPPI • NORTHWEST FLORIDA

Treasury Department

May 16, 2018

Dear Treasurer:

The Auditing Department of the South Central Conference of Seventh-day Adventist has a team of summer intern auditors who will be working on auditing the church records this year. Their schedule for auditing your church records is from May 14 – August 10, 2018. The following items from your records will be needed at the time of the audit:

- Church board minutes (Related to Treasury department items only)
- Deposit book or slips
- Church checkbook and old check stubs
- Tithe receipts
- Tithe envelopes
- Bank statements (include January of 2018)
- Canceled checks
- Income journal
- Disbursement Journal (Journal of Expenses)
- List of accounts receivable, old and new, if any
- Savings account statements
- All computer ledger listings
- A copy of the church insurance policy
- A copy of the church bus insurance policy, if any
- All information on any church loans
- List of church board members' names & addresses or email address

Please note that it is very important that **all records** from the last audit are made available.

Thank you for your cooperation in this very important matter and for your leadership in this field. Please feel free to give Keisha Stubbs a call at (615) 226-6500 x.112, if you have any questions.

Cordially,

Keisha Stubbs

Keisha Stubbs

Senior Accountant/Auditor

cc: Pastor