

AUDITORS REPORT

St. John's Anglican Church

Dec 31, 2018 Yearend

We have reviewed the records of St. John the Baptist Anglican Church, North Sydney, NS and we wish to advise that a review does not constitute an audit and consequently, we do not express an audit opinion upon the financial statements.

Based upon our review nothing has come to our attention that causes us to believe that these financial statements are not in all material aspects, in accordance with Canadian generally accepted accounting principles.

An examination was done of the following:

Expenditures:

1. All cheques are in numerical order, and no cheques missing.
2. All cheques have appropriate signatures.
3. We verified the signing authorities for the Parish.
4. Verified on a sample basis the amounts of the cheques to the invoices being paid.
5. Verified that no cash withdrawals have taken place.
6. Verified that the only non cash debit transactions are Bank Charges.
7. Verified that no pre-signed blank cheques are on hand with the Treasurer.
8. Verified that the Bank reconciliation has been done for each month.

Revenues:

1. Count sheets have all offerings listed and are signed by at least two persons, unrelated to each other, who have counted the collection.
2. The deposits from the bank statements, in most cases matched the Count Sheets and the deposit slips, differences are very minimal.
3. We verified from the bank statement that deposits are being made on a timely basis.
4. We checked the yearly tax receipts issued to ensure that they are within reason of the actual money collected.
5. We determined that any Parish Investments are in the name of the Parish.

Other Areas:

1. We reviewed the Charitable Tax returns of the previous year as well as acknowledgement from Revenue Canada that the Charitable Return was received.
2. We determine that Endowments, bequests and monthly income are being reported to Parish Council and is actually tied in with the monthly Bank reconciliations...
3. Special Fund Raisers are being accounted for and reported to Parish Council. More than one person is responsible for the collection, counting and receipting functions.
4. Determined that reports are being made to Parish Council on a regular basis.
5. Verified that Parish records are being maintained and held in a safe place for the seven years as required by Revenue Canada.
6. Verify the amounts reported on the Revenue and Expenditure Statements agree with the Source and Application of Funds Statement (Cash Flow Statement).
7. Any amounts receivable to the Parish at the end of the year are accounted for and included on the Revenue and Disbursements Statements and reported on the Balance Sheet.

We would like to acknowledge and thank Erma Carmichael, Carol Vickers and Paulette Brown for their dedication and hard work in maintain the books of the Parish.

Walter Pelley

Joe Fiander