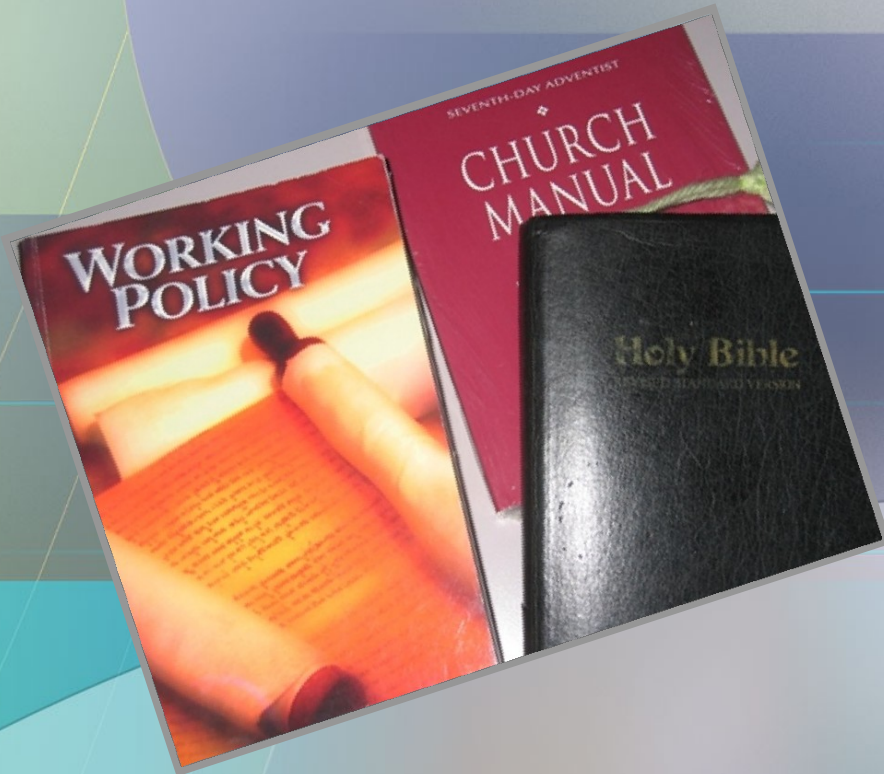


Annual Committees, Reports & Actions Required by Policy



**LEAD Conference
2008**

Keith Heinrich

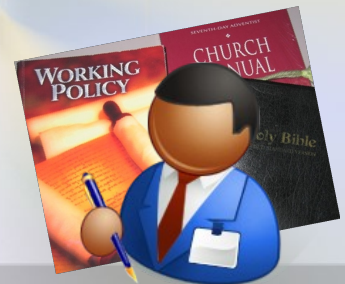
Caring for Financial & Policy Requirements during Year End Meetings:

- Budget Committee – Policy S 25
- Wage Audit/Remuneration Committee Policy C 45 05
- Audit Review Committee Policy SA 15
- Legal Association or Corporation Meeting
- Financial Statement
- Question & Answers over SSD Policy



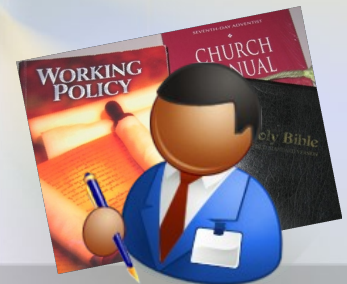
Budget Committee

- Chaired by the Treasurer of the Organization or by the Financial Representative from Higher Organization
- Evaluate Income Projections for the coming year



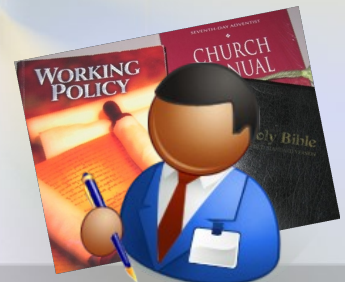
... budget committee

- Recommend budget no more than 95% of the previous year income. Conservative Budget use 90% of previous years income.
- Review the Expenditure Projections
- Increases in Salary



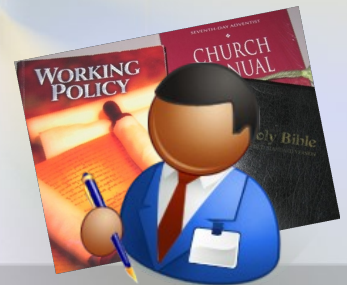
... budget committee

- Recommendations to Executive Committee or Board
- Provide written copies for all Board Members to use for future reference



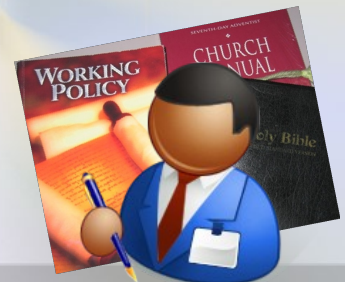
Wage Audit/Remuneration Committee

- Review Wages, Benefits & Allowances
- Record all payments
- Chairman should not be someone employed directly by the Organization



...Wage Audit/Remuneration Committee

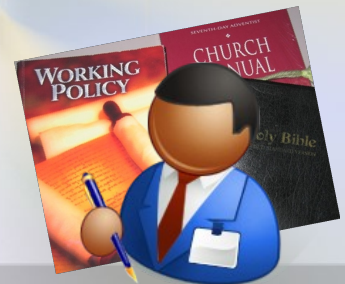
- Members of the Committee are drawn from the Board
- 50% of the members should be Lay Members.
- Treasurer of the Organization as Invitee



Audit Review Committee Policy SA 15

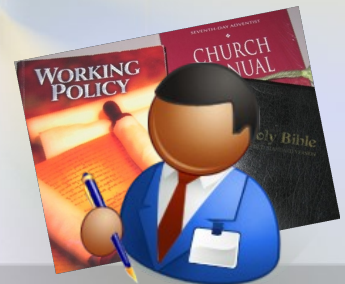
SA 15 Financial Audit Review Committee

SA 15 05 Financial Audit Review Committee - 1. *Function*
Each denominational organization's controlling committee shall appoint a Financial Audit Review Committee and the chairperson (from among the membership of the Financial Audit Review Committee) to study the auditor's reports and management letter, and management's response to the auditor. The Financial Audit Review Committee shall submit recommendations based on its study, to the controlling committee.



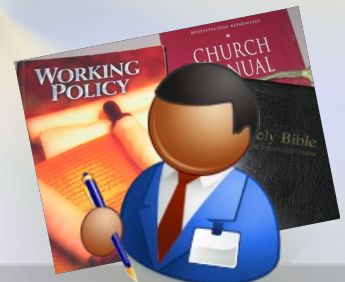
...SA 15 Financial Audit Review Committee

2. Composition : The Financial Audit Review Committee shall consist of between three and seven members, having appropriate financial expertise, from the membership of the controlling committee who are not employees of the entity being audited. If possible, a majority shall be persons not denominationally employed.



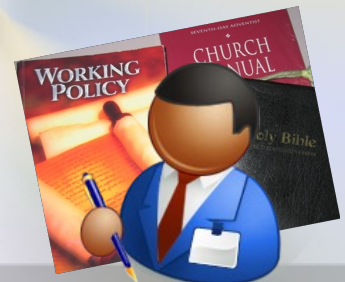
...SA 15 Financial Audit Review Committee

3. Invitation to Auditor: The auditor shall be invited to attend the Financial Audit Review Committee meeting at which the audit reports and management letter are studied, and the controlling committee meeting at which the Financial Audit Review Committee makes its recommendations, if any, to the committee. Under circumstances where legal requirements permit and conferencing facilities are deemed satisfactory to the client and the auditor, the auditor may choose to attend, via teleconference or videoconference, the meetings mentioned above. Attendance by the auditor at such meetings is not mandatory. If there are representatives from the higher organization present, they would be considered invitees with voice but no vote.



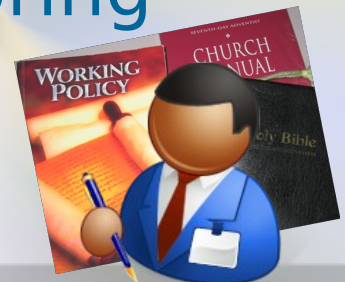
...SA 15 Financial Audit Review Committee

4. *Copy of Recommendations* : A copy of the recommendations of the Financial Audit Review Committee, as approved by the controlling committee, shall be sent to the auditor and to appropriate officers of higher organizations.



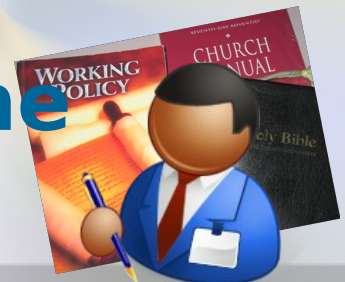
...Audit Review Committee

- Chaired by someone who is not an employee of the organization whose Audit is being review
- Secretary should be chosen from the members of the committee
- Review recent Audited Financial Statement of the Organization and bring the report to EXECOM/Board



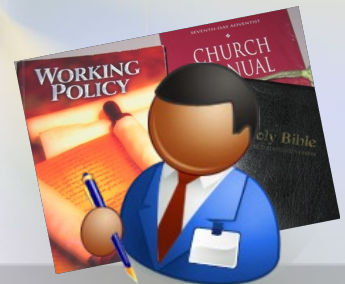
Legal Association/Corporation Meeting

- To fulfill the Government's Legal Requirements pertain to Corporations, Associations, & NGO's
- Main duties of the Committee:
 1. To receive the Audited Financial Statement
 2. Appoint the Auditors for the coming year



...Legal Association/Corporation Meeting

3. Add or delete Board Members
4. Ensure that all the required legal documents are filed with the governing civil authorities

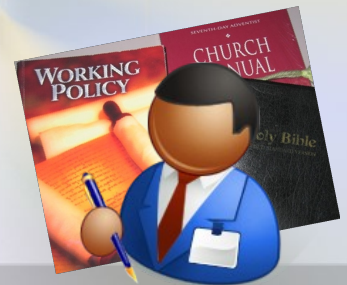


10 things to look for in a

Financial Statement

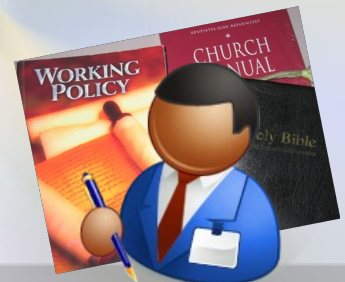
Two Categories:

1. Factual or Objective
2. Evaluative



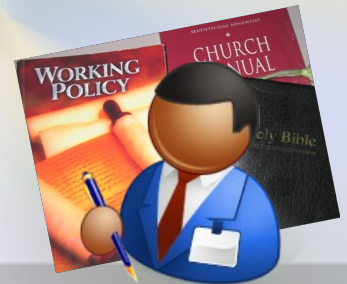
Factual or Objective Category

1. Assets of the Organization
2. Liabilities of the Organization, A/P, Loans & Contingent Liabilities
3. Equity
4. Income
5. Expenses or Expenditures



1. Assets of the Organization

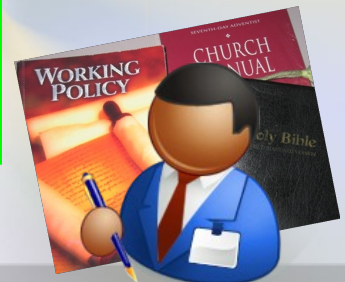
Cash & Investment



2. Liabilities of Organization, Loans & A/P and Contingent Liabilities

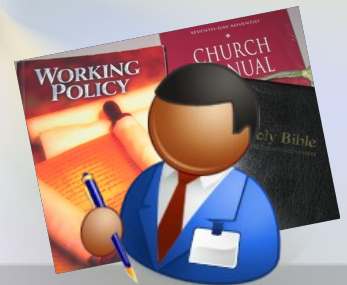
- **What is Contingent Liabilities?**

It's a debt or potential debt owed to someone else that is not recorded on the financial records of the organization



3. Equity

- In fund accounting, this is the Allocated and Unallocated Funds of the Organization



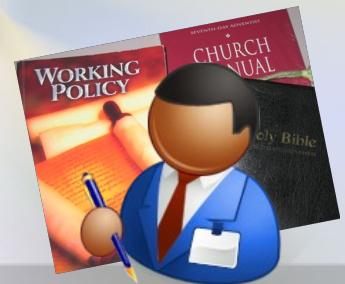
4. Income

- Financial Statement should disclose all the Income of the Organization, including specific Donations for Projects in the Conference/Mission.
- It is not acceptable to change the use of specific donations.



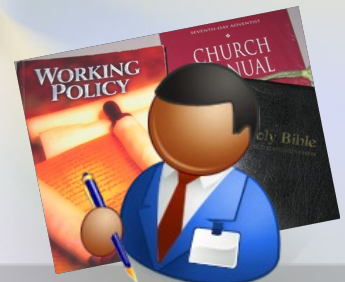
5. Expenses or Expenditures

- Financial Statement should present the expenditures of the organization in enough detail so that the committee members can understand where the funds are being utilized.



Evaluative Category

1. Working Capital & Liquidity
2. A/R – Employee A/R, Lower Organization Payable
3. Payroll to Tithe Comparison
4. Financial position of the Organizations & Institutions for which your organization is responsible for.
5. Going concern





Questions & Answers

Keith Heinrich

**THANK
YOU**