

KINGDOM HALL OPERATING COMMITTEE ACCOUNTS AUDIT REPORT

Kingdom Hall location: _____

Quarter being audited: _____ through _____
(Month/Year) (Month/Year) (Date of audit)

Gathering the Information for the Audit

To begin the quarterly audit, the operating committee member handling the accounts for the operating committee is to provide the accounts current file, checkbook with all entries up-to-date, bankbook, and so forth, including any additional accounts the operating committee may have. He should also be provided with a copy of the portion of the written agreement documenting the amount each congregation has agreed to contribute monthly to the operating committee account. If possible, the operating committee member handling the accounts for the operating committee is to deposit all funds on hand prior to the audit. The same person should not be used for consecutive audits. The audit should be performed without the assistance of the operating committee member handling the accounts for the operating committee. The quarters audited should always be September through November, December through February, March through May, and June through August. However, the accounts for a specific month should not be audited until the bank statement(s) listing all activity for that month has been received.

Verification of Receipts

The purpose of this procedure is to verify that all the receipts have been entered and accounted for properly.

1. Review the portion of the written agreement documenting the amount each congregation has agreed to contribute monthly to the operating committee.
2. Is each congregation recorded in the "Receipts In" column of the *Accounts Sheet* (S-26)? _____
3. Has each congregation contributed the amount agreed to? _____
4. Compare bank statement deposit dates and amounts with *Accounts Sheet* deposit dates and amounts. Are deposits being made monthly? _____

Comments: _____

Verification of Disbursements

1. a. Is there an invoice, resolution, or other authorization for all payments recorded on each *Accounts Sheet*? _____
b. Has each invoice or receipt been approved (initialed) by the chairman of the operating committee? _____
2. Mark on the *Accounts Sheet* and list below under "Comments" any payments for which there is no supporting documentation. This should be considered when reviewing the audit with the chairman of the operating committee and the operating committee member handling the accounts for the operating committee.
3. If there is a Kingdom Hall loan account, are monthly payments being made on time? _____

Comments: _____

Verification of Checking Account

1. Have all pages of the bank statement been made available for review? _____ (**Note:** Most bank statements list the number of pages making up the statement. For example, the first page of a three-page statement likely contains the notation "Page 1 of 3.")

2. Are the bank statements being mailed directly to the coordinator of the body of elders of the titleholding congregation and not to the operating committee member handling the accounts for the operating committee? _____
3. Reconcile the latest bank statement to the *last* transaction in the checkbook. Does it reconcile to the balance shown in the checkbook? _____ If “yes,” initial the checkbook balance. If “no,” what is the difference? *GHC* _____ This should be considered when reviewing the audit with the chairman of the operating committee and the operating committee member handling the accounts for the operating committee.
4. Are any outstanding checks over three months old? _____ If “yes,” explain below.
5. Are any outstanding deposits over three months old? _____ If “yes,” explain below.
6. Are all paid checks on hand, and have they been written to the proper payees? _____
(*Note: If paid checks are not returned by the bank, fill in “N/A.”*)

Comments: _____

Verification of Other Accounts
(If applicable)

1. Does the “Other _____ ;/Ending Balance” figure of the “Accounts Sheet Reconciliation” box match the savings account bankbook, current statement balance for that account, or funds-on-deposit balance shown on the latest statement from the branch office? _____
2. Have withdrawals been properly approved? _____

Comments: _____

Review of General Procedures

1. Are the operating committee accounting instructions being followed? _____
2. Are the records neat and accurate? _____
3. Are the records up-to-date? _____
4. Are the monthly accounts reports accurate? (Verify one month.) _____

Comments: _____

Audit prepared by: _____
(Sign and print name)

Reviewed by: _____
(Chairman of the operating committee—Sign and print name)

Additional comments: