Diocese of CNY audit program

Church(name and city): St. Pauls Syracuse

Year End Date being audited:12/31 2025

Audit Committee Member (trained/certified by Diocese): Peter Lotto

Other Committee Members: Doug Mouncey, Sandy Yingling, John Moorman, Tom ~~[illegible]~~ Bolton

Audit Procedures List

GENERAL Review Documents needed:

- ☐ Copy of prior year audit report.
- ☐ Vestry Minutes.
- ☐ Copy of approved budget for year being audited.
- ☐ Copy of December 31st financial statements (balance sheet/statement of financial position and income statement/statement of activities).
- ☐ Copy of Parochial Report for year being audited.
- ☐ Evidence of property and liability insurance coverage. Any building appraisals or contents inventory prepared in the last five years.
- ☐ Copies of Articles of Incorporation and By-Laws (if applicable)
- ☐ Space use agreements and insurance certificates for regular users of the church property.
- ☐ Deed(s)

Read the audit letter from the prior year paying particular attention to comments and recommendations.

1. Was an audit completed for the previous year? Yes
2. Were all problems corrected and follow-up done? No
   (If no, include the open issues in this year's audit letter.)

Review the Vestry minutes (pg 11 property & equipment also involves vestry minute questions). Make note of any expenditure approvals outside of the budget, large donations/bequests

1. Was the budget approved by the Vestry? Yes
   a. What was the date of the meeting that it was approved at? 12/10/2024
   b. Was it a deficit budget? If so, how much? No

Review the Vestry minutes, continued:

2. If there is a clergy person, is there a clergy housing allowance resolution for the next year in the minutes? Yes
   a. What was the date of the meeting that it was approved at? 12/10/2024
   b. What amount was approved? $ 38,000
3. Are monthly financial statements included in the Vestry minutes? Yes
   a. If not monthly, are they included on some other frequency? If so, what is that frequency? ____________
   b. Otherwise, are regular financial reports prepared and presented to the Vestry? ____________
4. Does the Vestry meet monthly except for the summer? Yes
   a. If no, how often does the Vestry meet? ____________

Review the financial statements.

1. Do the financial statements include columns for actual, budget, and variance from budget? Yes
2. Is the cash or accrual method used for the financial statements? Cash
3. Is there a General Ledger? Yes

Computer Systems -

☐ If accounting software is not being used for recordkeeping, check this box and skip to the next section,

Otherwise,

☒ **If no change from previous year's audit, check box and skip to next section**

1. Are you utilizing cloud based software or desktop software for accounting?________
   a. If desktop software is used - Are current or duplicate copies of the operating system and programs maintained off premises?__________ *(if no, recommend correction asap)*
   b. If desktop software is used offsite:
      i. Where is the software located? ____________
      ii. Is a backup copy brought into the church regularly? ________ *(if no, recommend correction asap)*

2. Is access to the computer and computer system programs limited to authorized persons?____________

3. Is there a backup person able to access the financial software?______________ *(if no, recommend correction asap)*

4. Is there adequate documentation, including user manuals, available on-site(online) for all computer programs?____________

5. Is there a plan for recovery of data and continuation in the event of a disaster? ____________ *(if no, recommend correction within 30 days)*

6. How often do you make a backup? ____________

Review the parochial report and year-end financial statement.

1. Do the totals reported on the financial section of the parochial report closely match the year end report to the Vestry? No

   The information may not exactly match because of information not required by the parochial report.

2. If the amounts are different, can you explain the differences?

   Parochial Report reflects values after final adjustments from the external accoulting firm

Review the insurance information and space use information.

1. Indicate with a check the coverage in place. Attach a copy of the declaration page for each policy:

- [x] Property
- [x] Liability
- [x] Fidelity Bond
- [x] Sexual Misconduct
- [x] Directors & Officers Liability
- [x] Workers' Compensation
- [x] NYS Statutory Disability & NYS Paid Family Leave

2. Are the policy premiums paid in full? Yes *(if no, recommend correction asap)*
3. Has a review of adequacy of insurance coverage been done within the past three years ? Yes (10/2025) *(if no, recommend a plan for periodic review developed by next audit))*
4. Is there a periodic physical review of the property to ensure that adequate controls are in place to minimize loss? Yes
5. Is there a current space use agreement and insurance certificate on file for organizations regularly using the church? Yes
   (if no, recommend correction in 90 days)
   a. Is there a form for individual rentals? Yes
6. Is safe church training up to date for employees and volunteers? Yes
   a. What date was the annual report of training completion filed to the Diocese? ____________
7. Date of insurance carrier's most current site review? October 2025
8. Date of most current NYS Boiler inspection review? 09/24/2024 *if no, recommend correction asap or in accordance with local requirement)*

If the church is a corporation, review Articles of Incorporation.

☐ **Indicate if church is not incorporated, and skip to the next section.**

Otherwise, skip to the next section.

■ **If no change from previous year's audit, check box and skip to next section**

1. Where are the Articles of Incorporation kept?________(If not secure/safe, recommend correction as soon as possible)
2. What is the date of incorporation? ___________
3. What is the legal name of the church? ____________
4. Has a copy been sent to the Diocese?_____________ (If no, recommend doing so)

Review the By-Laws.

☐ If the parish does not have By-Laws indicate with a check and move on to the next section. (If checked, recommend correction by next audit)

Otherwise,

■ **If no change from previous year's audit, check box and skip to next section**

1. Where are the By-Laws kept? ____________________(If not secure/safe, recommend correction as soon as possible)
2. What was the date of the last modification of the By-Laws? ______________
3. How many vestry members do the By-Laws call for?____________________
   a. How many vestry members does the parish have?________________ (if not in alignment with By-laws, recommend correcting as soon as possible)

Review the Deed(s).

■ **If deed was reviewed previously and there's no change from previous year's audit, check box and skip to next section**

1. Does the parish own any of the property(ies)? ______________

If yes - 1. How many are owned? _____________

2. Does the parish own all of these properties?__________

If no, please attach a list of the properties with the owners indicated

☐ Please indicate if the deed(s) was not looked at because the parish didn't have it/them. (if checked, recommend locating by next audit)

Deeds (continued)

☐ Otherwise,

1. Is the Deed kept in a secure location? ____________(If not secure/safe, recommend correction as soon as possible)
2. Who is listed as the property owner on the Deed? ___________

Questions for the leadership:

■ **If no changes from previous year's audit, check box and skip to next section**

1. Does the parish have a copy of the 501c3 proof on file?___________
2. Is the 501c3 documentation kept in a secure location?___________
3. Has a digital copy been made?_______________________________
4. What EIN number is referenced on the 501c3 proof?_____________
5. Does the church have a NYS Sales Tax exemption?______________
6. What is the NYS Sales Tax number?___________________________
7. What financial software is used for bookkeeping, if any?_____________________
8. If there is no General Ledger, describe the process for completing the financial reports?____
   (attach separate sheet if more space needed)
9. What was the date the Parochial Report was filed?__________________
   a. Did the Vestry approve the Parochial Report for submission? ____________
10. Is there a safe deposit box?___________________________________
    a. Is there an inventory of its contents?___________________________
    b, Who is authorized to access it?_____________
11. Is a church sponsored school located on the property? ______________
    If yes, please complete the next section.
12. Does the parish have a written travel and business expense reimbursement policy? __________ *If yes, review the policy prior to answering all employees payroll question 3, page 18.*
13. Do you have a copy of the record retention schedule and is it being followed? _____________________
14. Have human remains been interred on the property (columbarium, memorial garden, or cemetery)? _________________
15. Does the parish have and maintain an Emergency Response Plan? ______________ (if no, recommend correction by next audit)

Church sponsored school

- [x] Indicate there is not a church sponsored school located on the property and move to the next section

Otherwise,

- [ ] **If no change from previous year's audit, check box and skip to next section**

1. Does the school have a federal ID number?_______________
2. Is the school licensed and/or accredited? If so, by whom?___________________
3. Is the school audited annually?__________________
4. What was the date of the most recent fire department inspection?____________
5. Is there a screening process for teachers (ie background checks)? ___________
6. Do the teachers have safe church training?___________________.

Next Section - ASSET REVIEW Documents needed:

- [x] Bank reconciliations & bank statements
- [x] Financial statements
- [x] Record of restricted gifts, bequests, memorials, endowments
    - [ ] Information on restrictions on contributions/bequests received from GENERAL REVIEW section, if applicable
- [x] Investment account statements/list of securities.
- [x] Petty cash account information

Review operating and discretionary fund bank statements and bank reconciliations for the year.

1. Are all accounts reconciled monthly? Yes____ (If no, recommend correction within 30 days)
2. Are bank statements in the name of, and addressed to, the church? Yes__________
   a. If not, ask an authorized signer on the account to contact the bank institution to see if the account is opened in the federal id number of the church.
      i. Is it under the id number of the church?___________
   b. Include a list of the bank accounts that are not in the name of, and addressed to, the church in the audit letter. (make a recommendation to correct by next audit)
3. Are all accounts listed in the monthly financial reports to the Vestry at the reconciled amount from the bank reconciliation? Yes________(if no recommend correction on next financial statement prepared)
4. Were any bank statements for each account NOT available for the full year?
   a. Note which ones are missing in the audit letter.
5. Are bank statements being opened by someone other than the person who does the bank reconciliation(s)? No________
   a. Or, are the bank reconciliations and statements reviewed and signed off by someone other than the person doing the reconciliations? Yes________________ (if both 5 & 5a are no, recommend correction within 30 days)
6. Does the church have PayPal, Venmo, and/or Stripe (or similar) accounts? Yes______________
   a. If yes, are the accounts in the church's name or an individual's name? Church__________________________

Additional questions for Discretionary Funds:

1. For the discretionary funds, are all gifts received deposited in the congregation's general operating account, with disbursements made by checks drawn on the general operating account upon written request of the rector or other authorized clergy or lay person?_______________ Or,
2. Is there a separate checking account for the clergy's discretionary fund? Yes_____
   a. If yes, Is the bank statement for the account sent to someone other than the person(s) authorized to make disbursements from the account? Yes__________
3. Does the person administering the discretionary fund report regularly to the vestry regarding disbursements from the discretionary Fund, describing in general terms how the funds have been used while protecting the names of the recipients as appropriate? Yes______________

Review Guild and other church-related organization accounts statements and canceled checks.

☐ If the parish does not have these types of accounts, Indicate this section does not apply by checking this box and skip to the next section.

Otherwise,

Guild and other church-related organization accounts (ECW, Guilds, etc.) Best practice is not to use these funds for general parish purposes (eg to receive flower donations or pay altar expenses). The contributions and expenses should flow through the operating account with funds transferred to/from these accounts as needed.

1. Have the accounts been reconciled regularly? Yes
2. Are the organization accounts free of activity that doesn't align with the purpose for the account? Yes
3. Make a list of operating fund activity in these accounts, were the amounts included in the Parochial Report under operating expenses? ____
4. Make a list in the audit letter of any accounts that exist that you were unable to examine. (include in audit findings)

Restricted gifts and income:

☐ Indicate if not applicable, and skip to the next section.

Otherwise,

Gifts restricted by donors are not handled in the same manner as other contributions. Procedures are necessary to assure that these gifts are recorded properly and all restrictions observed. Review restricted contributions to verify compliance with donor restriction.

1. Are records maintained of all bequests, memorials, endowments, or any other restricted gifts including date, amount, donor's name, and any restrictions or limitations on the funds? Yes (if no, recommend correction by next audit)
2. If the funds have been spent, have the donor restrictions been honored? Yes
3. What is the dollar amount threshold for reporting restricted gifts to the Vestry? All are reported to Vestry
4. Are acknowledgments issued for gifts that are received? Yes

Review investment account statements/list of securities and financial statements.

☐ Indicate if not applicable, and skip to the next section.

Otherwise,

1. Are all investments held in the name of the church only? Yes ________ (if no, recommend correction within 60 days)
2. Are all investment accounts included in the financial reports to the Vestry? Yes ______(if no, recommend correction within 60 days)
3. Is the income/dividends/interest and fees/expenses recorded in the financials? Yes ______ (if no, recommend correction within 60 days)
4. Have there been withdrawals or additions to investments? Yes ______
   a. If yes, are they noted in the Vestry minutes? Yes __________
   b. Are they reflected in the financial statements? Yes __________

Review Petty Cash, financial statements, and a void check for a petty cash replenishment

☒ Indicate if not applicable, and skip to the next section.

Otherwise,

1. Count the fund and total up any receipts and verify the balance in the account matches with the amount reported on the financial statements.
   a. Do the two amounts equal? ____________ (if no, recommend correction as soon as possible)
2. If a replenishment was made during the year, who is the replenishment check made payable to? ____________________________

Property and Equipment

☒ **If no change from previous year's audit, check box and skip to next section**

1. Is Formal approval of the Vestry required for all property and equipment additions and dispositions?
   a. Is there a dollar minimum that requires Vestry approval?____
      i. If so, has that been followed?____________ (if no, make a note in audit findings letter)
2. Has the Vestry established an amount that requires an addition to be capitalized? ______________
   a. If so, what is that amount? ____________________________
      i. Has it been followed?______ (if no, make a note in audit findings letter)

Property and Equipment, continued

3. Is a detailed inventory of all property, furniture, fixtures, and equipment maintained-written, videographic, or photographs? In Process ______ (If no, recommend correction by next audit)
    a. Are any of the items capitalized No ______
    b. If yes, provide detailed description of capitalization policy

    ______

    ______
4. Is a periodic review conducted to compare the actual property, furniture, fixtures, and equipment with the recorded inventory listing? Yes ______
5. Have inspections been done on or by the following. Please provide the date of the last inspection:
    a. Fire extinguishers October 2025 ______
    b. Kitchen fire suppression systems Sept. 9, 2025 ______
    c. Town inspections N/A ______
    d. Department of Health N/A ______

(If any answer no, or greater than a year, recommend correction as soon as possible)

RECEIPTS Documents needed:

- ☒ Record of plate collections and corresponding deposits.
- ☒ Written Description of procedures and control of plate collection.
- ☒ Record of other cash/check receipts.
- ☒ Bank statements
- ☒ Record of restricted gifts, bequests, memorials, endowments
- ☒ Receipts ledgers or check registers for all accounts.

Review procedures for control of plate collection and deposit. Have bank statements, deposit slips, and deposit records available.

1. Is there a standardized form for documenting collection/income? Yes ______ (if no, recommend correction as soon as possible)
2. How are the collections protected from theft or misplacement from the time they were received until they were deposited? Safe ______
3. Are there at least two unrelated persons responsible for counting and depositing the collections? Yes ______
4. Are the persons responsible for counting rotated on a periodic basis? Yes ______
5. Is cashing checks from cash received prohibited? Yes ______ (if no, recommend correction within days, if not sooner)
6. Are all checks received endorsed "for deposit only" upon receipt? Yes ______

Review procedures, continued

7. Is there a procedure in place that will bring to someone's attention that all receipts have not been deposited and/or recorded? Yes
8. Are periodic statements provided at least quarterly to pledge donors? If not, how often are they provided? 3 times per year (should be given at least annually)
9. Are acknowledgments of donations in excess of $250 made in accordance with the Internal Revenue Code? Yes
10. Are all of these procedures/policies written down? Yes (if no, recommend correction by next audit)

Using the receipts template provided -

Review a sample of 10% of the receipts reports for the year (up to maximum 25 samples). For each sample answer the following questions:

(a) Assuming there is a standard form, compare the form(s) to the deposit on the bank statement. Does the amount on the form match a deposit?__________

 (i) Are the deposits made on a timely basis (at least weekly)?__________

(b) Look at the detail for the bank balance in the financial records (general ledger, receipts ledger, other). Does the amount on the form match the amount recorded in the financial records?__________

(c) Are the pledge envelopes or other detail for amounts deposited kept and do they match to the report?__________

(d) Has the deposit been made into the proper bank account?__________

Make a list of any that are missing or the amounts differ.

 (i) How many did you look at 11, and of that amount how many had errors? 0

 (ii) If you find more than one quarter of the examined reports do not match on these questions, look at another 10% and follow the process from the beginning.

(e) Attach lists of discrepancies, if any, to the audit letter.

(If a deposit is off a few cents, note it but not material. If more than a couple of deposits are off, note a finding in the audit letter)

DISBURSEMENTS Documents needed:

- ▣ Written Description of procedures and control of expenditures.
- ▣ Paid invoices or other supporting documentation for expenditures in the year of audit.
- ▣ Canceled checks
- ▣ Disbursements ledgers/check registers for all accounts.
- ▣ List of authorized signatures for all accounts.
- ▣ List of first and last check numbers issue
- ▣ Vestry minutes

Review procedures for disbursements:

(a) Are all disbursements made by check or online, except for small expenditures that might be made from petty cash? Yes (if no, recommend immediate corrective action)

(b) Are all checks pre-numbered and used in sequence? Yes (may not apply for online banking)

(c) Is online banking used for disbursements? Yes

(d) Is there a clearly defined approval process for all disbursements (including online payments)? Yes (if no, recommend correction within 60 days)

(e) Does all paperwork accompany checks when they are presented for approval? Yes

(f) Are all voided checks properly canceled and kept? Yes

(g) Is signing blank checks prohibited? Yes (if no, recommend correction by next audit)

(h) Is using a signature stamp or pre-printed signatures prohibited? Yes

(i) If signature imprint machines are used, are the keys kept under lock and key except when in use? ______

(j) Is more than one signatory required for all checks? No

   (i) If not required for all checks, checks for more than $ 5000 require two signatures. (Enter the amount.) (if both j &ji are no, recommend correction within 90 days)

(k) Are all disbursements outside of the budget (that either required special approval of funding sources or the Vestry's approval) properly documented in the Vestry or Finance Committee minutes? Yes

(l) Are checks written to cash prohibited? Yes (if no, recommend immediate corrective action)

Additional questions for discretionary funds only:

1. Has the fund been used for operating fund expenses or for the personal expenses of the clergy? No (if yes, note in audit findings & recommend immediate correction)
2. Have detailed records, including receipts, been kept for each disbursement? Yes
3. Are the checks written to a vendor, such as a utility company or landlord, rather than to individuals receiving assistance? Yes

Using the disbursements template provided -

Examine 10% of disbursements made of $500 or more and 1% of checks under $500. Look at the paid invoices and canceled checks. (limit to 25 samples)

Make a list of check numbers examined with the following information for each:

(a) Is there an approved voucher for the check?
(b) Is there original documentation supporting the disbursement?
(c) Is there budget or Vestry approval for the payment?.
(d) If special approval of a funding source was made for the expense, has it been documented in the Vestry or Finance Committee minutes?

(Examine 10% of disbursements, continued)

(e) Is the check made payable to a specific payee and not to cash or bearer?
(f) Was the check signed by authorized check signers?
    (i) Were all checks requiring more than one signature, if any, signed by more than one person?
(g) Has the original invoice or other documentation been marked to prevent duplicate payment?

For any checks on the list generated in the previous step that lack a voucher and/or original documentation:

1. Has the check cleared the bank?
2. If yes,
    a. Is the check number out of sequence for checks written around the same date?
    b. Has an authorized signer signed the check?
    c. Is the payee an individual or an unrecognized vendor?
    d. How has the check been endorsed on the back?
    e. Investigate propriety of checks drawn to cash, payroll, the church, officers and employees.
3. If no, is the voided check available for inspection?

PAYROLL Documents needed:

- ☐ Employee personnel files
- ☐ Quarterly pay registers
- ☐ Payroll tax returns (941s, NYS-45s), W2s/W3s, and 1099s/1096s
- ☐ Statement of deposits
- ☐ Financial statements

Examine employee files, quarterly pay registers, payroll tax returns (941, NYS-45), W2s and 1099s.

☐ **Indicate if not applicable, and skip to the next section.**

Otherwise,

■ **Diocesan payroll service or other payroll company is used, check box and skip to the next section.**

1. Are there adequate records to support amounts reported on payroll tax returns and W2s? _____ (if no, recommend immediate corrective action)
2. Were payroll taxes remitted timely?________________________________
3. Do the sum of the wages reported on the four quarterly payroll tax returns equal the wages reported on the W2s?________________________________
4. Do the total wages equal what is reported in the general ledger (if there is one) or the wages reported paid for the year on the financial reports?________________________
5. Were the W3 and 1096 forms submitted to the IRS?________________
   a. If mailed and not electronic filings, are they sent certified or return receipt requested?________________________
6. Were the W2s and 1099s distributed to the recipients by January 31st?_________ (if no, recommend correction by next audit)
7. Is someone other than the person responsible for payroll reviewing and signing off on payroll reports?________________
8. What frequency are they paying on (ie. Monthly, Semi-Monthly, Bi-Weekly, Weekly)? ___________ ((if monthly, recommend correction within 60 days)

(Recommend switching to a payroll service.)

Clergy payroll -

☐ Indicate if not applicable, and skip to the next section.

Otherwise,

1. Did clergy other than supply clergy receive a W2 or 1099 for the year being audited?________________________
2. Were supply clergy who were paid $600 or more for the year issued a 1099?____________________________
3. Does the year to date amount paid from the payroll registers equal the sum of the cash compensation + SECA + cash housing allowance from the Letter of Agreement?________ (yes, no, or LOA not available)
4. Was housing allowance reported in Box 14 of the W2 form equal to the amount approved in the Vestry Minutes?______________
5. Was the same amount of housing allowance deducted from the wages reported in Box 1 of the W2?_____________________
6. Was imputed income for life insurance included in the wages in Box 1 of the W2?____________________________________

All employees payroll- clergy or lay:

☐ Indicate if not applicable, and skip to the next section.

Otherwise,

1. Are personnel files maintained for all employees to include the following information? Yes___________________________
    - Employment application and/or letter of employment or /letter of agreement(clergy)
    - Pay rates and effective dates
    - IRS form W4
    - Dept of Justice form I-9
    - NYS form IT2104
    - Receipt/documentation for new hire reporting to NYS
    - Documentation for all deductions from gross pay
    - Written record of hours worked, approved by a Supervisor when applicable?

2. Were employees issued W2s, including clergy other than supply clergy? Yes__________

All employees payroll- clergy or lay, continued

3. Was the actual expense for travel reimbursement paid to the employee accompanied by supporting documentation (a travel log with: date of travel, miles traveled, purpose of travel)? Yes
   - If no supporting documentation was received, was the allowance reported as taxable income on 1099 or W2? ______

Independent Contractors:

1. Were 1099's issued for those individuals who are not employees and for all unincorporated entities paid $600 or more for the year? Yes

Pension benefits: Lay employees:

☐ Indicate if not applicable and skip to the next section

Otherwise,

1. Are those working 1000 hours or more annually enrolled in one of the pension programs offered through Church Pension Group (Defined Contribution or Defined Benefit Plan)? Yes (if no, recommend correction within 90 days)

☐ If no eligible employees, check box and skip to next section

Otherwise,

1. For Defined Contribution Plans:
   a. How much is the base % contribution amount by the church?______
   b. What percentage of the employee's contribution is the church matching?______
   c. Are the contributions made for the year calculated on the compensation the employee received for the year?______
2. For Defined Benefit Plan: are the contributions for the year calculated at 9% of the compensation the employee received for the year?______
3. Are the contributions for the year, including employee contributions, paid in full?______
   a. How frequently is the amount submitted to the pension fund?

______

Pension benefits:Clergy employees

☐ Indicate if not applicable and skip to the next section

Otherwise,

1. Are clergy employees enrolled in the Church Pension Fund? Yes
2. Is the clergy compensation amount from the CPG invoices equal to the cash compensation actually paid? Yes ____ (if no, recommend correction as soon as possible)
3. Are the contributions for the year paid in full? Yes

Health benefits:

☐ Indicate if not applicable and skip to the next section

Otherwise,

1. Are clergy and lay employees working more than 1500 hours a year receiving health insurance coverage through the Denominational Health Plan (DHP) (There would be invoices from Episcopal Church Clergy & Employees' Benefit Trust (ECCEBT) paid monthly if they are)? Yes
   a. If not on the DHP health insurance coverage, is there a signed opt-out waiver in their employee file? ____

JOURNAL ENTRIES documents needed:

☐ **Journal entries for the year**

☐ If journal entries are not used indicate by checking the box, then skip to the next section

Otherwise,

1. Is there an appropriate explanation accompanying each Journal Entry? Yes
2. Are all journal entries reviewed and signed off on by someone other than the person initiating the entry? No
3. Is adequate documentation maintained to support each journal entry? Yes

Audit Committee Report Letter

Date July 31, 2026

To the Rector, Wardens and Vestry of St. Paul's Church, Syracuse

Subject: 2025 Audit

We have inspected the financial statements of St. Paul's Church as of December 31, 2025. Our inspection was made in accordance with the audit guidelines of the Diocese of CNY which are informed by the Manual of Business Methods in Church Affairs. The financial statements and internal controls of the parish are in alignment with the principles adopted by the Episcopal Church and approved by its General Convention except as noted:

We noted the following exceptions (if any):

No issues were noted.

These exceptions, if any, represent departures from the principles authorized by General Convention of the Episcopal Church for the presentation of the financial statements. Otherwise, the financial statements present fairly the financial position of the Congregation at December 31,

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Sincerely,

Members of the Audit Committee (signatures)

Peter B. Lotto

Digitally signed by Peter B. Lotto
Date: 2026.07.31
09:22:02 -04'00'

Audit Committee Findings and Recommendations Report

Date July 31, 2026

To the Rector, Wardens and Vestry of St. Paul's Church

Church

Subject: 20 25 Audit of St. Paul's Church

During the course of the above inspection, the following items pertaining to internal control and other operation matters were noted. The first group includes areas of management control where prior year audit recommendations have not been implemented. The second group includes comments and recommendations of current year auditors.

Areas where prior year auditors recommendations have not been implemented:

Photo or video inventory has not yet been completed

Comments and recommendations of current year auditors:

1) We had a discussion of the approval cycle for withdrawals from investments. A procedure has been put in place with Key Bank to require two approvals on all withdrawals.
2) There is no approval indication on invoices or requests for payments. Recommend an approval stamp or simple sign off to prevent duplicate or unauthorized payment even for routine budget items.

Sincerely,

Members of the Audit Committee (signatures)

Peter B. Lotto

Digitally signed by Peter B. Lotto
Date: 2026.07.31 09:22:22 -04'00'

CASH DISBURSEMENTS 10% OVER $500/ 1% UNDER $500 SAMPLE REVIEW **St. Pauls Syracuse 2025**
Complete a separates sheet for each type of sample reviewed.

How many did you review? ______13________ How many errors? ______0_______

Check number	Date of Check	Check Amount	Approved Voucher (a) Y or N	Original documentation (b) Y or N	Budgeted Or Vestry approval © Y or N	Special approval of funds been documented in Vestry or Finance Committee meeting? (d) Y or N	Payable to Payee and not to Cash or Bearer? (e) P or C or B	Signed by authorized Check signers? (f) Y or N	Check required more than one signature signed by more than one? (i) Y or N	Original invoice or other documentation been marked to prevent duplicate payment? (g) Y or N
8358	1/13/25	384.43	Y	Y	Y	N	P	Y	N	Y
8367	1/21/25	12903.85	Y	Y	Y	Y	P	Y	Y	Y
8408	3/3/25	310.00	Y	Y	Y	N	P	Y	N	Y
8417	3/10/25	458.35	Y	Y	Y	N	P	Y	N	Y
ACH	3/17/25	1051.97	Y	Y	Y	N	P	Y	N	Y
8474	6/9/25	19750.00	Y	Y	Y	Y	P	Y	Y	Y
8476	6/9/25	150.00	Y	Y	Y	N	P	Y	N	Y
Credit Card	8/15/25	13.00	Y	Y	Y	N	P	Y	N	Y
8524	8/18/25	125.00	Y	Y	Y	N	P	Y	N	Y
8544	9/15/25	3690.50	Y	Y	Y	N	P	Y	N	Y
8633	12/15/25	300.00	Y	Y	Y	N	P	Y	N	Y
8646	12/29/25	45.84	Y	Y	Y	N	P	Y	N	Y
COSP Account										
1256	12/22/25	142.03	Y	Y	Y	N	P	Y	N	Y

CASH RECEIPTS 10% SAMPLE REVIEW St. Pauls Syracuse 2025

How many did you review? _____11_______ How many errors? _____0________

Date of Receipt	Description of Receipt	Amount on Bank Statement (a) Y or N	Deposit made in timely manner(a1) Y or N	Amount matches Financial Record (b) Y or N	Pledge Envelopes or details match © Y or N	Deposit in general checking (d) Y or N
01/5/25	Misc. Receipts	Y	Y	Y	Y	Y
01/20/25	Weekly Collection	Y	Y	Y	Y	Y
03/11/25	Weekly Collection	Y	Y	Y	Y	Y
03/19/25	Gift Receipt	Y	Y	Y	Y	Y
08/04/58	Online Gift	Y	Y	Y	Y	Y
08/26/25	Weekly Collection	Y	Y	Y	Y	Y
10/15/25	Weekly Collection	Y	Y	Y	Y	Y
10/28/25	Weekly Collection	Y	Y	Y	Y	Y
12/2/25	Misc. Receipts	Y	Y	Y	Y	Y
12/04/25	Transfer from Investments	Y	Y	Y	Y	Y
12/19/25	Flower Donations	Y	Y	Y	Y	Y

Comments ____

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