

Schedule of Cash Activities

(Name of district)

ALABAMA-WEST FLORIDA

(Name of conference)

(Period of time Covered)

Cash

Beginning balance		\$	-
Plus receipts		\$	-
TOTAL		\$	-
Minus disbursements		\$	-
Ending Balance		\$	-

I have performed the procedures enumerated below with respect to the schedule of cash activities for the year ended as stated above for the Alabama West Florida United Methodist Women for the District listed below.

1. Trace selected local unit remittances into receipts (stubs or carbon copies or Check Register) and deposits recorded on checkbook stubs/Check Register (or record) into a cash receipt record.

2. Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that these expenditures are provided for in the budget or have been authorized by the Executive Committee as recorded in the minutes.

3. Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.

4. Make sure that bank statements are reconciled monthly to agree with checkbook balance and the balance as reflected in the cash receipt and disbursement record.

5. Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and the reconciled year-end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

NOTES / COMMENTS

Date

Signature

AWFC District Name

Name (printed)

Address

Bring this form with all your financial records to the Conference Treasurer no later than March 1