

# KINGDOM HALL OPERATING COMMITTEE ACCOUNTS AUDIT REPORT

(Use this form if the operating committee uses an account with a bank or similar institution as the primary means of holding funds. If the operating committee uses a cashbox as the primary means of holding funds, use the cash version of the *Kingdom Hall Operating Committee Accounts Audit Report* [S-45c].)

Kingdom Hall location: \_\_\_\_\_

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

To begin the quarterly audit, the accounts servant is to provide the operating committee accounts current file, the standing approvals file, and any separate ledger being used in connection with the primary account. If possible, the accounts servant should deposit all contributions on hand prior to the audit. The auditor should have *Instructions for Kingdom Hall Operating Committee Accounting* (S-42b) available for reference. The "Comments" sections of the audit report should be used to document any discrepancies discovered during the audit. The auditor should review the completed report with the contact congregation secretary and the accounts servant.

### Verification of Receipts

1. For all three months, are contributions from all the congregations using the Kingdom Hall recorded on the *Accounts Sheet* (S-26)? \_\_\_\_\_
2. Compare bank statement deposit dates and amounts with the *Accounts Sheet* deposit dates and amounts. Are deposits being made at least once per month? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Verification of Disbursements

1. Is there an invoice, a resolution, or another supporting document for each payment recorded on each *Accounts Sheet* (S-26)? \_\_\_\_\_ (Mark on the *Accounts Sheet* and list below under "Comments" any payments for which there is no supporting documentation.)
2. Is each invoice, purchase receipt, or payment *Transaction Record* (S-24) approved (initialed) by the Kingdom Hall Operating Committee coordinator? \_\_\_\_\_
3. Is each disbursement for an out-of-the-ordinary expense above the spending limit per transaction approved by a congregation resolution? \_\_\_\_\_
4. If funds were received from the branch office for a Kingdom Hall renovation or repair project that was completed during the quarter, were any remaining funds sent to the contact congregation so that they could be returned to the branch office? \_\_\_\_\_ (Enter "NA" if the question does not apply.)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Verification of Primary Account

1. In the standing approvals file, is there an up-to-date list of the brothers approved to make payments from the primary account? \_\_\_\_\_
2. Are all pages of each bank statement available for review? \_\_\_\_\_

3. Is each bank statement initialed by the contact congregation secretary? \_\_\_\_\_
4. On page 2 of the *Accounts Sheet* (S-26) for each month, does the reconciled bank balance on line 9 in the "Primary Account Reconciliation" box equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box? \_\_\_\_\_
5. Are all outstanding checks less than three months old? \_\_\_\_\_ (Enter "NA" if check payments from the primary account are not used.)
6. Are all paid checks on hand, and have they been written to the proper payees? \_\_\_\_\_ (Enter "NA" if paid checks are not returned by the bank or if check payments from the primary account are not used.)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

**Verification of Secondary Operating Committee Account**

(Complete this section only if the operating committee has another account.)

1. On page 2 of the *Accounts Sheet* (S-26) for each month, does the reconciled balance on line 8 in the "Secondary Account Reconciliation" box equal the "Secondary Account/Ending Balance" figure in the "Accounts Sheet Summary" box? \_\_\_\_\_
2. Are transfers out of the secondary account properly approved? \_\_\_\_\_

Comments: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**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 operating committee accounts reports accurate? (Verify one month.) \_\_\_\_\_
5. a. Is there documentation in the standing approvals file showing the approved target balance? \_\_\_\_\_  
 b. For the last month being audited, is the amount of "Available Operating Committee Funds at End of Month" ([g] on the *Monthly Kingdom Hall Operating Committee Accounts Report* [S-44]) under the approved target balance amount? \_\_\_\_\_

Comments: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Audit prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

(Contact congregation secretary)