

| | A | B | C |
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| 1 | Source and Requirement | Action Plan (To be completed by 31Dec10) | Roles and Responsibilities |
| 2 | 2008 # 1 -- Accommodate Endowment in parish chart of accounts | Finalize accounting for the endowment on the parish books. | Connie and Phil to work out procedures to book realized and unrealized amounts as reported on every investment account; also manage the endowment check book |
| 3 | 2008 # 2 -- Endowment classified as other assets and equity | Make the recommended change | Connie to change and Bill to review |
| 4 | 2008 # 3 -- Endowment located in funds 002 and 003 | Done | |
| 5 | 2008 # 4 -- Maintain financial records on site | Records and checkbook now kept on site. Reporting and audit provisions of the endowment charter will be reviewed | M. Mary Kate |
| 6 | 2008 # 5 -- Endowment transactions posted at least quarterly | Refer to 2008 # 1 | |
| 7 | 2008 # 6 -- Adequate employee and volunteer files including Safeguarding God's Children records | We believe we are compliant, including with the provisions of Safeguarding God's Children | |
| 8 | 2008 # 7 -- Verify record keeping compliance with Safeguarding God's Children | Refer to 2008 # 6 and review files for correctness | M. Mary Kate |
| 9 | 2008 # 8 -- Discretionary checking monthly reconciliation records. | We are compliant with this . | |
| 10 | 2008 # 9 -- Treasurer review of monthly bank reconciliations and verification of reconciliation to balance sheet | Balance sheet reconciliations are now being done. | Connie and Bill will develop review and signoff procedure |
| 11 | 2008 # 10 -- Verify clergy life insurance policies and payments | CPF additional life was signed up for Amanda and for M. Mary Kate additionally by accident. M. Mary Kate's policy will be terminated and the premiums paid for the pre-cancellation period will be reported on the W-2 if IRS rules require (may be cut off at \$50K) | Amanda and Connie |
| 12 | 2008 # 11 -- filing of financials with minutes | We are compliant on this. | |
| 13 | 2008 # 12 -- Collection counting -- two unrelated persons and rotations | We are compliant on this. | |
| 14 | 2008 # 13 -- Parochial Report -- preparation records | We will file any work papers. | |
| 15 | 2008 # 14 -- 1099 and W-4 procedures | We are compliant on this. | |
| 16 | | | |
| 17 | 2009 # 1 -- verify treatment of housing allowance on clergy W-2 | We are compliant on this | |
| 18 | 2009 # 2 -- FUTA correction to Employee Benefit Policy | Amend policy | Amanda and M. Mary Kate |
| 19 | 2009 # 3 -- Upload restated financials to web site | We have uploaded the restatements | |
| 20 | 2009 # 4 -- Validate history, balance and schedule for internal "loan" | Review situation and determine a single balance, and amortization schedule. | John Alderson Phil Zak Bill Sweeney Connie Mackin |
| 21 | 2009 # 5 -- Book all cash receipts and disbursements through Operating fund. | We will document and describe our procedures | Connie Mackin Amanda Nuku Phil Zak Bill Sweeney |
| 22 | 2009 # 6 -- Review check signature policies | Continue with single signature; controls include dual signatures on requests, signatures on bills, and backup is presented to signers with checks. | |
| 23 | 2009 # 7 -- Reconcile for stale/old outstanding checks | Current old checks have been written off . We will continue to review periodically | |
| 24 | 2009 # 8 -- Inventory the church's personal property | An inventory will be developed | Amanda and Grace |
| 25 | 2009 # 9 -- Review back-up policies and institute recovery plan | Develop plans -- we have daily internal backups and a bi-weekly off site copy. | Amanda and M. Mary Kate will review plans |

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| 26 | 2009 # 10 -- Timely recordation of investment and similar income | refer to 2008 # 1 | |
| 27 | 2009 # 11 -- Finance Committee charter review | Report on committee charter history | Bill |
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| 29 | 2010 Cash # 1 -- Reconcile restricted cash to restricted funds | Develop control and procedures | Connie and Bill |
| 30 | 2010 Cash # 2 -- Develop Cash Flow report and reconcile balance sheet and income statement to cash position | Develop report and procedures | Connie and Bill |
| 31 | 2010 Cash # 3 -- Review the diocesan payment method | Review methods; develop a reconciliation for year end close and final check issuance | Connie and Bill |
| 32 | 2010 Cash # 4 -- Update the Canterbury management Agreement for 4Q10 actual | Develop the updated letter for adoption by the vestry and board of stewards | Mike Riedeman Bill Sweeney |
| 33 | | | |
| 34 | 2010 Audit -- Engage both canonical and CPA audits for 2010 results in 2011 | | 2011 treasurer |