

## **REPORT TO 2017 UCE AGM from Audit Committee**

### **Audit Committee Members:**

Larry Charach (chair)

Karen Bilida

Tanya Vandenberg

### **Audit Process**

The audit committee follows the Accounting Procedures Checklist/Questionnaire in the *Local Church Audit Guide – Unitarian Universalist Church of Edmonton*. For the 2015-16 fiscal year (July 1 to June 30), this included a follow-up on whether past recommendations were being followed and a random check of invoices, bills paid and cancelled cheques; and follow-up interviews as needed with people involved in processes.

### **Results of 2015-16 Audit**

- I. The Audit Committee found no major issues or problems that require immediate action from an accounting perspective. Overall, the accounting processes are good and the people who do the work are diligent and conscientious in following procedures and keeping good documentation.
- II. The Audit Committee notes and is supportive that the new Church Administrator is taking an increased role in supporting the Church's accounting and bookkeeping needs.
- III. The Audit Committee noted some progress on recommendations from last year to the Board on areas to improve oversight but has concluded that more progress would be warranted. These are primarily ensuring all claims for expenses and invoices are properly documented and approved.
- IV. The Committee notes and applauds the substantial progress of the UCE's move from its current software packages for data management and other related functions to PowerChurch. Key parts of the integrated package that will provide some significant benefits include the management of membership records and its accounting records since PowerChurch. The Audit Committee also notes as it did last year the excellent and comprehensive role Andrew Mills has assumed for the Power Church implementation. And also the support and contribution of the Church Administrator, Janet Polkovsky.
- V. Recommendations review key contracts including the electricity contract with ENMAX and looking at ways to benefit from the Alberta government's rebate program for energy efficiency.
- VI. Finally, the Audit Committee cautions the Board on the need to continue its policy of prudent financial management. Identified contributions in general has a declining trend given the demographics of the Church membership and the number of competing needs for charitable donations. A long term (3 to 5 years) plan to manage expenditures is recommended as well as a review of the casual rental policy to ensure the UCE is receiving fair rents for the use of its facilities.

## AUDITOR'S CERTIFICATE

I certify on behalf of the Unitarian Church of Edmonton's (UCE) Audit Committee comprising Larry Charach, Karen Bilada and Tanya Vandenberg that we have reviewed the accounts of the Unitarian Church of Edmonton for the fiscal period ending June 30, 2016 and have performed such tests and checks as considered necessary.

The Financial Statements are the responsibility of the Board. Based on our reviews, we believe that the Financial Statements presented herewith reasonably represent the financial position of UCE and are free of material misstatement. The Financial Statements have been prepared on a basis consistent with last year, and mostly in accordance with generally accounting principles for non-profit organizations.

A handwritten signature in black ink, appearing to read "L. Charach", is written over a light grey rectangular background.

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Larry Charach (chair) on behalf of the UCE Audit Committee  
Edmonton, Alberta  
April 2017