

To: Clergy and Vestry of St Paul's Episcopal Church, Greenville

From: John C. Lennox

Date: August 5, 2021

Subject: Audit of Parish Financial Systems for 2020

I have inspected the statements of financial position as of December 31st and the related statements of financial activities for the full year. My inspection was conducted on July 28, 2021, in accordance with the Episcopal Diocese of East Carolina *Audit Procedures for Diocesan Contract Audits*.

A copy of this audit report should be included in the Vestry Minutes, and it is the Vestry's responsibility to send the following documentation to the Diocesan Office:

- a. A copy of this Audit Report.
- b. The year-end Balance Sheet, Income/Expense Report & Designated Accts Report for the year.
- c. A copy of the Audit Work papers that have been sent to the Director of Operations.
- d. A cover letter indicating the date the report was presented to the Vestry and the Vestry's plan of action to address any noted deficiencies in practices.

The following categories of financial records were examined for the Church and Preschool: Assets; Liabilities; Insurance; Designated & Restricted accounts; Cash & Pledge Receipts; Cash Disbursements from operating and non-operating accounts; and Payroll, Tax & Pension Documentation.

Although not an opinion rendered by a Certified Public Accountant, *with the exceptions listed in the Observations*, it is my assessment that:

- Financial statements materially represent the financial position of the Congregation for the year.
- Financial systems and controls are in good order and transactions are well documented.
- Lay leadership is actively involved in financial review and decision making.

Sincerely,



John C. Lennox
Diocesan Contract Auditor