

Tennessee Conference United Methodist Women

Financial Review Form

(Name of Unit)

(Year)

Beginning Balance, January 1 _____
Plus Receipts _____
TOTAL: _____
Minus Disbursements _____
Balance, December 31 _____
Pledge: _____ Met: _____

As members of the Financial Review Committee of the _____
Unit of the United Methodist Women, we confirm that we have reviewed the financial
records for the _____ fiscal year and find them in compliance with the
"Agreed Upon Procedures" of the United Methodist Women as outlined on reverse
side.

Financial Review Committee Members:

_____ (Print)	_____ (Signature)	_____ (Date)
_____ (Print)	_____ (Signature)	_____ (Date)
_____ (Print)	_____ (Signature)	_____ (Date)
_____ Unit President	_____ (Signature)	_____ (Date)
_____ Unit Treasurer	_____ (Signature)	_____ (Date)
_____ District Treasurer	_____ (Signature)	_____ (Date)

“Agreed Upon Procedures” as written in the United Methodist Women’s Handbook:

1. Determine the checks written agree with the approved expenditures and are properly recorded in some form of cash disbursement record.
2. 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.
3. Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and 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.

Forms are due to District Treasurer by **February 15** of the following fiscal year.