CERTIFICATION OF FINANCIAL REVIEW
CAMPUS MINISTRY AGENCY FINANCIAL STATEMENT

Staff:

Agency:

Address:

This review may be prepared by a board appointed committee or by an outside accountant. See Guidelines for Financial Review Committees. Additional comments may be made on the back of this page.

The financial review included the following records:

- [ ] Past two years Campus Ministry Agency Financial Statement and supplemental reports
- [ ] checkbook
- [ ] ledger
- [ ] cancelled checks
- [ ] bank statements including the last statement of the year previous to the one being reviewed
- [ ] savings account books
- [ ] financial reports to the agency board
- [ ] cash held by the agency
- [ ] file of invoices and vouchers paid
- [ ] receipt record

It also includes an examination of the following funds and records and supporting documents:

True Encumbered Funds

- [ ] encumbered gift funds
- [ ] capital funds
- [ ] endowment funds

Funds Held for Adjunct Groups (list)

- [ ] _____
- [ ] _____
- [ ] _____

Funds Encumbered According to Campus Ministry Policy

- [ ] continuing education funds
- [ ] repair and maintenance funds
- [ ] _____
- [ ] _____

Insurance Records

- [ ] insurance policy

Give a brief description of methods used for the review:

Is the financial report accurate? [ ] Yes [ ] Yes, as amended [ ] No If the answer is *no*, please attach a description of the discrepancies.

Suggestions for improving handling of funds and record keeping (continue on back)**:**

Signed **Address** _____

Signed **Address** _____

Dated _____