

February 14, 2022

## **THE INDEPENDENT REVIEWERS REPORT**

### **To the Board of Directors and the Members of St. Andrews River Heights United Church:**

I have reviewed the statement of financial position of St. Andrews River Heights United Church as at December 31, 2021 and the changes in net assets and cash flow for the year then ended. These financial statements are the responsibility of the Church's management. My responsibility is to express an opinion on these financial statements based on the review.

The objective of this review was to obtain reasonable assurance whether the financial statements are free of material misstatement. The review includes examining evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and evaluating the overall financial statement presentation.

In my opinion, based on the information available to myself, these financial statements present fairly, in all material respects, the financial position of the Church as at December 31, 2021.



Howard Rempel  
Accounting Manager  
HyLife LTD.

### **Duties completed during Review**

Review of the following:

- Completed balance sheet and statement of revenue and expenses
- Complete book of cash receipts
- Bank statements and bank reconciliations for the whole year
- Verify cash receipts versus issued tax receipts, random samples for reasonability
- Payables/cash disbursements (authorization of invoices, verify two signatures on cheques, GST receivable account, etc.)
- Payroll (earnings, deductions, submissions, etc.)
- Contracts (both Employment and Vendor/Service)
- Accounts Receivable (A/R) and Accounts Payable (A/P) at Year End
- All Payables and Revenue in January 2022 to verify accuracy
- General ledger transactions
- Mission and Service monthly submissions
- Manitoba Bridge Grant
- Ensure duties are segregated.
- Treasurer Function Document
- T3010 completed in timely fashion
- Sample of minutes from various committee meetings
- Plus various random tests

### **Recommendations - 2021**

Pleased to see that the 2020 Recommendations were adopted.

- I believe this may already be a process. Create a schedule to back up financial data and store in a secure location (i.e., safe or offsite). This will ensure if data is lost again, it can be restored to a specified date when last data backup was completed and won't cause a few years of electronic data to be lost.