

Attachment 2

Draft Progress Report Recommendations and Status of Actions to Implement

1. Complete combining approved policies and procedures into a comprehensive policy and procedures manual.

Sara Deshler has completed a draft of the manual which has been reviewed by the senior staff and is being revised to incorporate their comments.

2. Update the policies and procedures to reflect 'best practice'.

The draft manual completed by Sara Deshler has updated Church policies and procedures to reflect 'best practices'.

3. Implement the best policies to ensure that there is a consistency of the accounting amounts from year to year.

A new chart of accounts has been established that will ensure consistency of the accounting amounts from year to year. The process of converting financial data and reports to this new chart of accounts is almost complete.

4. Utilize the QB class process. To begin this process the classes will need to be determined to reflect the significant on-going activities of the organization.

The new chart of accounts utilizes classes to reflect the on-going activities of the church.

5. Modify the chart of accounts to eliminate duplicate accounts.

The new chart of accounts eliminates duplicate accounts.

6. Modify the chart of accounts to include only those expense items that are significant and reflect the material activities of the organization on a day to day basis.

The new chart of accounts includes only those expense items that are significant and reflect the material activities of the organization on a day to day basis.

7. Modify the financial statement presentation to segregate and reflect temporarily restricted, permanently restricted net assets and unrestricted net assets.

The new chart of accounts will enable financial statements to segregate and reflect temporarily restricted, permanently restricted net assets, and unrestricted net assets.

8. Update the budget process to more accurately reflect the overall activity including the capital projects budget.

The new chart of accounts will enable the budget process to more accurately reflect the overall activity including the capital projects budget. A new congregational budget process for FY2018 is being developed to accomplish this objective.