



MISSION DEVELOPMENT CERTIFICATES NORTHWEST

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October 7, 2020

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Yukon Presbytery
Attn: Sharon Rayt, Stated Clerk
616 W. 10th Avenue
Anchorage, Alaska 99501

RE: 2019 Financial Review

Dear Friends of Ministry,

We have reviewed the statement of financial position of the Presbytery of Yukon as of December 31, 2019, and related statement of activities and cash flows for the year ended. We also were in conversation with Mary Kron, Financial Secretary, regarding internal controls currently employed by presbytery and staff.

The following tests were conducted during the review:

- A representative sample was used to confirm deposit amounts received from sources and the period for which the deposit was booked. Copies of supporting documentation was reviewed. Deposits were matched to bank statements and internal records.
- Reviewed the original books of entry to determine if other income has been recorded accurately i.e. appropriate account, correct amount, unrestricted or restricted, etc. Traced the entries to the financial statements.
- A representative sample was used to test that disbursements have been properly authorized and recorded appropriately including special mission purposes were distributed accordingly.
- Reviewed the payroll and tax payments made. Compared payroll with the budget approved at the presbytery annual meeting. Verified pension contributions for the executive.

Financial Review Findings: All transactions selected for review were accurate and tied to the source documents. All contributions tested were accurate and tied to bank statements.

During the review, we identified items pertaining to internal controls and other operation matters:

- **Bank Reconciliation.** Most expenses are paid electronically. If not already imposed, we recommend preparing a monthly bank reconciliation and presenting it to the Executive Presbyter and Stated Clerk as part of the financial review of the presbyteries financial condition.
- **Back up procedures.** Back-up of electronic records is an important control. If not already imposed, we recommend monthly and year-end backups stored off-site. Daily or weekly backups can be on-site.

This review of the financial records was conducted in accordance in accordance with the Presbyterian Church U.S.A. Book of Order, G-3.0113 and generally accepted standards. It is not meant to be construed as an audit or opinion rendered by a certified public accountant.

Grateful to partner in ministry,

A handwritten signature in black ink, appearing to read "Dean Mielke", written in a cursive style.

Dean Mielke, Executive Director