

First Lutheran of Bothell
Audit Committee
2022 Calendar Year Agreed Upon Procedures

The 2022 Financial Review for the period of January 1, 2022 through December 31, 2022.

This is not an audit according to the standards set by the American Institute of Certified Professional Accountants (AICPA), which is the standard setting body for financial statements of these entities, nor is it endorsed in any way by the AICPA. This is a financial review.

The financial review consists of a number of tests of various transactions that occurred during the financial review period, and tests of balances of certain accounts. These tests, along with inquiries made by the financial review team, will lead to the opinion about the appropriateness of the financial statements and the processes surrounding their accumulation and presentation.

The financial review team (hereafter referred to as the Audit Committee) plans to use recommended procedures from the ELCA and references from our church's financial guidelines in conducting our examination of the records of First Lutheran Church of Bothell. In particular, the church's Financial Policies as updated to 1-11-23 provides the following procedures:

Part VII, C Procedures

The Audit Committee shall perform the audit procedures listed below together with such other tests and procedures as the Committee deems necessary. In performing the audit tests and procedures, the committee may use sampling techniques. The Committee shall:

- 1.) Verify balances of all assets (e.g. cash) listed on the financial statements.
- 2.) Verify balances of all liabilities.
- 3.) Verify that the Bookkeeper's records of receipts are completely and accurately summarized in the financial statements, both in total and by individual fund or according to any restrictions.
- 4.) Verify that all checks or other withdrawals from accounts are completely and accurately recorded in the financial statements, including the account to which the expenditure is charged.
- 5.) Verify that all expenditures are appropriately authorized.
- 6.) Verify math in all financial statements.

When all these steps have been completed, the financial review team plans to review the work done with the congregation treasurer and financial secretary, endeavor to answer any outstanding questions, and then prepare the annual Audit Committee report.

The Audit Committee will issue a report (similar to the report format that was issued for 2013) stating our opinion of the financial statements based upon the results of our tests. In accordance with the guidance set forth in the ELCA Congregational Audit Guide, the report will be addressed to both the First Lutheran Church of Bothell's Council and the Finance Committee.