



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Mr. Curtis Gilbert, Secretary/Treasurer
Missionary Baptist Association of Texas
Overton, Texas

We have performed the procedures enumerated below, which were agreed to by the Secretary/Treasurer of Missionary Baptist Association of Texas (Organization) solely to assist the users in evaluating the Organization's accounting records for the year ended August 31, 2020. The Organization's management is responsible for the financial activities and records. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

CASH:

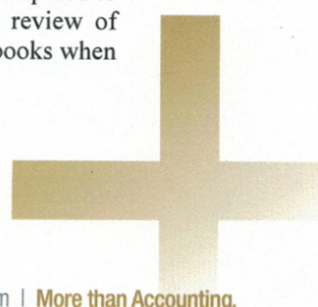
- A sample of ten deposits transacted during the period September 1, 2019 through August 31, 2020 were selected from the transaction register and agreed to the general ledger, bank statement and deposit slip without exception.
- To determine a proper cut-off was accomplished at year-end, all checks, dated prior to August 31, 2020, were traced to the outstanding check list on the August 2020 reconciliation and cleared in September except for one check. One check in the amount of \$2,500 remained outstanding at month end due to timing. All checks dated prior to year-end were noted to have been properly included in the 2020 fiscal year financials and a proper cut-off was achieved.
- For August 31, 2020, and two random month-ends in fiscal year 2020 (October 31, 2019 and March 31, 2020), the reconciliations of cash on deposit were obtained. Bank balances noted on the reconciliations were agreed to the balances in the respective general ledger accounts and to statements from banks. No exceptions were noted.

DISBURSEMENTS:

- A judgmental sample of 15 checks transacted during the period September 1, 2019 through August 31, 2020 were traced to their supporting invoices and expenditure approval forms without exception. Documentation of appropriate approval for payment was noted to be present on all expense checks. In addition, all checks were properly recorded in the general ledger. No exceptions were noted.
- The canceled checks in each statement selected for testing (October 2019, March 2020 and August 2020) were examined to determine that authorized check signers signed checks and that the appropriate number of signatures was present. In addition, other statements during the 2020 fiscal year were scanned to determine the appropriate number of signatures is present on cancelled checks. No exceptions were noted.

INVESTMENTS:

- The balance noted on the most recent Security Benefit annuity statement (June 30, 2020) was compared to the investment and interest income balance in Quickbooks as of June 30, 2020. Based on review of information provided, it was noted that changes in the quarterly statements are booked to Quickbooks when the statements are received.



OTHER:

- Cash receipt and disbursement processes were discussed with the Organization's treasurer. Based on these discussions, it was noted that cash receipts primarily consist of donations which are logged on a spreadsheet by two clerks. The checks are deposited on a weekly basis by the treasurer after the deposit total is matched to the donation total noted on the spreadsheet prior to being input to Quickbooks. In addition, it was noted that a proper segregation of duties is not in place regarding cash as the treasurer maintains the check stock, is responsible for depositing all cash receipts, transacting all disbursements and for maintaining the Quickbooks file.

Recommendation:

To help segregate duties among the small staff, it is recommended one of the Organization officers review the imaged check copies on the monthly bank statements to ensure cash receipts and disbursements are consistent with the decisions made and communicated at the monthly meetings.

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This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, perform an audit or review, the objective of which would be the expression of an opinion on the financial statements of Missionary Baptist Association of Texas, or specified elements, accounts or items thereof. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users above and is not intended to be and should not be used by anyone other than those specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the employees of the Missionary Baptist Association of Texas during the course of our work.

Should you have any questions concerning the matters presented herein, we shall be pleased to discuss them with you at your convenience.

Henry + Peters, P.C.

Tyler, Texas
October 13, 2020