

Community of Christ

Northern Great Lakes International Mission Center

January 23, 2010

Congregational Financial Officers
Re: 2009 Audits

Hello Everyone,

This is the beginning of a new year and I want to thank you for the work you have done in your congregations. I know it is time consuming, detailed, and even frustrating at times. However, it is also an important job and takes a special person to do it. You are very much appreciated!

The date has been set for the 2009 audits. It will be March 13 **from 10 AM to 4:00 P.M. at the Traverse City Community of Christ.** We plan to audit all 20 congregations on the same day.

It will be important for you to bring two or more people from your congregation to help with the audits. **Please do your best to bring auditors with you, we will have more fun and get finished early! No previous experience is necessary. We will conduct a short audit training first thing.**

It is not necessary for the CFO to be present during the time their books are audited but it is preferable that they are available to answer any questions that may come up. The pastor is invited to be present as well.

I have enclosed an audit letter with a list of necessary documents needed for the audit. Please review it carefully and bring the appropriate information with you.

If you have questions, please contact me at 1-231-409-2028, or, email (cathyhopkins@chartermi.net). Lunch will be provided.

Warmest regards,

Cathy Hopkins, Financial Officer
Northern Great Lakes International Mission Center

cc: Pastors
Gregg McDonald