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Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Diocesan Assembly of
The Diocese of the West
San Francisco, California

We have performed the procedures enumerated below, which were agreed to by you, solely to assist you with respect to these procedures of the Diocese of the West for the period from January 1, 2009 to December 31, 2009. Management is responsible for the Wells Fargo bank reconciliation, the approval of the authorized check signers of the Wells Fargo checking account and balances of accounts receivable.

This agreed-upon procedures engagement was conducted in accordance with Attestation Standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Diocesan Assembly. 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 the associated findings are as follows:

1. For the Wells Fargo checking account, compare the balance of the December 31, 2009 Bank Reconciliation to the General Ledger and report any difference.

There were two reconciling differences noted:

- a. Check number 12181 dated January 1, 2010 in the amount of \$1,500.00 cleared the bank statement before December 31, 2009.
- b. Check number 12178 in the amount of \$608.95 was listed as outstanding when the bank reconciliation was printed on January 12, 2010 but was voided before the General Ledger balance was printed on January 13, 2010.

2. Determine that the authorized signatures for the Wells Fargo checking account have been approved by the Council.

We traced the current signers for the Wells Fargo checking account to the "Addendum to Certificate of Authority" dated 10/23/2008 noting that Mary Caetta, Treasurer and Pastor Ian MacKinnon were listed as authorized check signers. However, it could not be determined that these two individuals were approved by the Council as the minutes from 2008 were reviewed and no mention of these individuals as authorized check signers were noted.

3. Determine that all account receivable balances as of 12/31/09 were paid or if outstanding confirm the balance.

Our procedures were performed through July 31, 2010. Payment of amounts were traced to the "Customer Assessment Detail" maintained in QuickBooks.

- a. There were 13 accounts representing \$14,052.71 that were paid in full.
- b. Menlo Park had a credit balance of \$(608.95) as of December 31, 2009 that was still outstanding as of July 31, 2010.
- c. Santa Barbara had a balance of \$336.50 as of December 31, 2009 of which \$26.25 had been paid as of July 31, 2010. We were informed that this parish was in the process of closing and not to confirm their balance.
- d. Tempe had a balance of \$1,717.99 as of December 31, 2009 of which \$975.00 had been paid as of July 31, 2010. We confirmed the December 31, 2009 balance of \$1,717.99.
- e. There was a miscellaneous amount of \$160.67 included in the balance of Accounts Receivable as of December 31, 2009 that no procedures was performed.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on these aforementioned procedures. Accordingly, we do not express such an opinion. 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 use of the Diocesan Assembly and is not intended and should not be used by anyone other than these specified parties.



Michael D. Grimes, CPA, PS

Certified Public Accountants

September 24, 2010