

TRINITY EPISCOPAL CHURCH
of
Tariffville, Connecticut

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

DECEMBER 31, 2015

donna w corey

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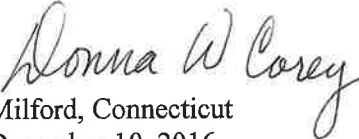
To the Vestry of Trinity Episcopal Church located in Tariffville, Connecticut and
the Management of the Episcopal Diocese of Connecticut

I have prepared the accompanying financial reports of Trinity Episcopal Church as of December 31, 2015 for the year then ended. This presentation is limited to preparing, in the form of financial reports, information that is the representation of management.

My procedures and findings are presented in the accompanying Exhibit A. The 2015 Parish financial report to which the procedures were applied is attached as Exhibit B.

I have not audited or reviewed the accompanying financial statements and accordingly do not express an opinion or any other form of assurance on them.

This is an internal report, designed by and for the exclusive use of the Diocese and the parish and is not intended to be and should not be used by anyone other than these two specified parties.


Milford, Connecticut
December 10, 2016

**TRINITY EPISCOPAL CHURCH
 AGREED-UPON PROCEDURES APPLIED
 AND FINDINGS
 DECEMBER 31, 2015**

Our procedures applied to the parish financial report at Exhibit B and related findings are as follows:

| Procedures | Findings |
|---|---|
| 1. Cash – Traced amounts reported on lines 1(A) through 1(E) to bank reconciliations. Scanned bank reconciliations for reasonableness and traced any unusual or questionable items to supporting documentation. | No exceptions noted (or list findings). |
| 2. Marketable securities – Traced the amounts reported in lines 2(A) through 2(D) to broker statements. | No exceptions noted (or list findings). |
| 3. Receivables a. Pledges receivable - Traced the amount reported on line 3(A) to a list by donor and reviewed the list for reasonableness. Inquired as to the propriety of items that appeared unusual or questionable. b. Other receivables - Traced the amount reported on line 3(B) to supporting documentation and reviewed for reasonableness. | No exceptions noted (or list findings). |
| 4. Mortgages receivable - Traced amounts reported on line 4 to the applicable amortization schedules or other supporting documentation. | No exceptions noted (or list findings). |
| 5. Property and equipment – Traced the amounts reported on lines 5(A) through 5(D) to detailed lists or other supporting documentation. Reviewed the documentation for reasonableness and inquired as to the propriety of items that appear unusual or questionable. Traced the amount reported on line 5(E) to the detailed depreciation schedule. Reviewed the depreciation schedule for reasonableness and inquire as to the propriety of items that appeared unusual or questionable. | No exceptions noted (or list findings). |
| 6. Other assets - Traced the amounts reported on lines 6(A) and 6(B) to supporting documentation and determined that they have been reported in accordance with the instructions to the 2015 Parish Financial Reporting Requirements. Traced to the amount reported on line 6(C) to supporting documentation and determined that it qualifies as an asset under U.S. generally accepted accounting principles (“GAAP”). | No exceptions noted (or list findings). |

**TRINITY EPISCOPAL CHURCH
 AGREED-UPON PROCEDURES APPLIED
 AND FINDINGS (Continued)
 DECEMBER 31, 2015**

| Procedures | Findings |
|---|---|
| 7. Accounts payable and accrued expenses – Traced the amounts reported on lines 7(A), 7(B), and 7(C) to statements of account received from the Diocese. Traced the amounts reported on line 7(D) to a detailed list of accounts payable by vendor. Inquired as to the propriety of items that appear unusual or questionable. Examined the supporting documentation for all cash disbursements over \$500 made from January 1, 2016 through January 31, 2016 to ensure that all such items pertaining to calendar 2015 were included in the accounts payable list. | No exceptions noted (or list findings). No cash disbursements exceeding \$500 that were made during the month of January 2016 were found to be fiscal year 2015 expenses. |
| 8. Accrued payroll – Traced the amount reported on line 8 to the supporting calculations to determine whether it was calculated properly under GAAP. | No exceptions noted (or list findings). |
| 9. Payroll taxes payable/accrued – Traced the amount reported on line 9 to applicable payroll tax returns for the portion attributable to payroll periods ended on or before December 31, 2015. For the portion attributable to accrued payroll, traced to the supporting calculation for reasonableness. | No exceptions noted (or list findings). |
| 10. Deferred contributions/revenue - Traced to the amount reported on line 10 to supporting documentation. | No exceptions noted (or list findings). |
| 11. Notes payable - Traced the amounts reported on lines 11(A) through 11(D) and 12(A) through 12(D) to amortization schedules or other supporting documentation. | No exceptions noted (or list findings). |
| 12. Other liabilities - Traced the amount reported on line 14 to supporting documentation and determined that it qualifies as a liability under GAAP. | No exceptions noted (or list findings). |
| 13. Traced the amount reported on line 15 to line G of the parochial report. | No exceptions noted (or list findings). |
| 14. Parish internal control questionnaire – Read the internal control questionnaire completed by the parish and reported any weaknesses in internal control procedures. | SEE ATTACHED REPORT |

NAME OF PARISH: TRINITY EPISCOPAL CHURCH
 CITY/TOWN: TARIFFVILLE
PARISH FINANCIAL REPORT
AS OF DECEMBER 31, 2015

Exhibit B

Enter information in shaded cells only, in whole dollars

| ASSETS | | | | Amount |
|---|---|-------------------------------------|--------------------------|----------------------------|
| 1. CASH | | | | |
| A. | Cash on hand | | | \$ 250 |
| B. | Unrestricted bank accounts | | | 86,671 |
| C. | Bank accounts that are restricted by the donor for specific purposes or time period (do not include endowments) | | | 11,486 |
| D. | Bank accounts holding endowment gifts | | | |
| E. | Cash held for others | | | |
| | | | | <u>98,407</u> |
| 2. MARKETABLE SECURITIES (INVESTMENTS) | | | | |
| A. | Unrestricted | | | 203,490 |
| B. | Restricted by the donor for specific purposes or time period | | | |
| C. | Restricted by the donor in perpetuity (endowment) | | | 265,583 |
| D. | Held for others | | | |
| | | | | <u>469,073</u> |
| 3. RECEIVABLES | | | | |
| A. | Pledges receivable - still owed for the year 2015 | | | |
| B. | Other receivables - describe _____ | | | |
| | | | | <u>-</u> |
| 4. MORTGAGES RECEIVABLE | | | | |
| 5. PROPERTY AND EQUIPMENT | | | | |
| | Basis of presentation (check box) | <u>Cost</u> | <u>Estimated value</u> | <u>Appraised value</u> |
| A. | Land and buildings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | 4,404,814 |
| B. | Furniture and equipment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | 54,784 |
| C. | Vehicles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. | Other - describe _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <u>4,459,598</u> |
| E. | Less: accumulated depreciation (if calculated by parish/ enter as a positive amount) | | | |
| | | | | <u>4,459,598</u> |
| 6. OTHER ASSETS | | | | |
| A. | Vested interest in perpetual trusts | | | |
| B. | Vested interest in charitable annuity trusts | | | |
| C. | Other - describe _____ | | <u>Prepaid expenses</u> | 2,150 |
| | | | | <u>2,150</u> |
| TOTAL ASSETS | | | | <u><u>\$ 5,029,228</u></u> |

NAME OF PARISH: TRINITY EPISCOPAL CHURCH
 CITY/TOWN: TARIFFVILLE
PARISH FINANCIAL REPORT (Continued)
AS OF DECEMBER 31, 2015

Exhibit B

| LIABILITIES | Amount |
|--|----------------------|
| 7. ACCOUNTS PAYABLE AND ACCRUED EXPENSES | |
| A. Diocesan pledge payable for 2015 (12.5%) | |
| B. Group insurance premiums payable to the Diocese | |
| C. Property insurance premiums payable to the Diocese | |
| D. Other accounts payable and accrued expenses | 1,009 |
| | <u>1,009</u> |
| 8. ACCRUED PAYROLL | |
| 9. PAYROLL TAXES & EMPLOYEE DEDUCTIONS PAYABLE | |
| 10. DEFERRED CONTRIBUTIONS/REVENUE | 9,600 |
| 11. NOTES PAYABLE - NOT SECURED BY PROPERTY OR EQUIPMENT | |
| A. Lender _____ | |
| B. Lender _____ | |
| C. Lender _____ | |
| D. Lender _____ | |
| | <u>-</u> |
| 12. NOTES PAYABLE - SECURED BY PROPERTY OR EQUIPMENT | |
| A. Diocese | |
| B. Lender _____ | |
| C. Lender _____ | |
| D. Lender _____ | |
| | <u>-</u> |
| 13. FUNDS HELD FOR OTHERS <i>(do not enter an amount on this line)</i> | - |
| 14. OTHER LIABILITIES | |
| - Describe <u>Vestry Reserves in operating accts</u> | <u>73,818</u> |
| TOTAL LIABILITIES | <u>84,428</u> |

OTHER INFORMATION *(Used for calculating financial ratios)*

15. Total expenses reported on line G of the parochial report \$ 713,479

NAME OF PARISH:
CITY/TOWN:

TRINITY EPISCOPAL CHURCH
TARIFFVILLE
PARISH FINANCIAL REPORT (Continued)
AS OF DECEMBER 31, 2015

Exhibit B

NET ASSETS

Do not enter information in this section, calculated automatically

| | |
|--|---------------------|
| 15. UNRESTRICTED NET ASSETS | |
| A. Liquid net assets | 208,134 |
| B. Book value of property and equipment, less related debt | 4,459,598 |
| | <u>4,667,732</u> |
| 16. TEMPORARILY RESTRICTED NET ASSETS | 11,486 |
| 17. PERMANENTLY RESTRICTED NET ASSETS | <u>265,583</u> |
| | <u>4,944,800</u> |
| TOTAL NET ASSETS | <u>4,944,800</u> |
| TOTAL LIABILITIES AND NET ASSETS | <u>\$ 5,029,228</u> |

FINANCIAL RATIOS

Do not enter information in this section, calculated automatically

| | |
|--|--------------------|
| LIQUID NET ASSETS | <u>\$ 208,134</u> |
| NUMBER OF DAYS OF LIQUID NET ASSETS | <u>106.4765191</u> |

SUPPLEMENTARY INFORMATION

PARISH: TRINITY EPISCOPAL CHURCH
CITY: TARIFFVILLE

PARISH FINANCIAL REPORT
SUPPORTING SCHEDULE

AS OF DECEMBER 31, 2015

CASH ACCOUNTS

Operating Funds

| | | |
|-----------------------------------|---------------|-----------|
| Simsbury Bank - Operating account | \$ 31,535 | |
| Simsbury Bank - Savings Account | <u>55,136</u> | \$ 86,671 |

Restricted Funds

| | | |
|--|------------|---------------|
| Simsbury Bank - Rector's Discretionary Account | 7,159 | |
| Simsbury Bank - Assist's Discretionary Account | 3,787 | |
| Simsbury Bank Checking (Soup Kitchen) | 440 | |
| BOA - Katerie Checking | <u>100</u> | <u>11,486</u> |

| | | |
|-------|--|-------------------------|
| Total | | \$ <u><u>98,157</u></u> |
|-------|--|-------------------------|

PROPERTY & EQUIPMENT

| | | |
|---|---------------|----------------------------|
| Land & Building - Church | \$ 2,052,939 | |
| Land - 21-25 Church Street (house demolished) | 279,944 | |
| Building Improvements | 2,071,931 | |
| Furniture and Equipment | <u>54,784</u> | |
| Total | | \$ <u><u>4,459,598</u></u> |

INVESTMENTS

State Street Bank

| | | |
|---------------------------------------|----------------|--|
| Elsie & Arthur Brown Fund (Endowment) | \$ 265,583 | |
| Harriet Henderson Fund | <u>203,490</u> | |

| | | |
|-------|--|--------------------------|
| Total | | \$ <u><u>469,073</u></u> |
|-------|--|--------------------------|

PARISH: TRINITY EPISCOPAL CHURCH
CITY: TARIFFVILLE

PARISH FINANCIAL REPORT
SUPPORTING SCHEDULE

AS OF DECEMBER 31, 2015

RESERVES

| | | | |
|-----------------------------|----|------------|-------------------------|
| Memorial fund | \$ | 5,408 | |
| Music fund | | 17,903 | |
| Youth fund | | 1,859 | |
| Pumpkin Patch Fund | | 11,930 | |
| Special Repairs | | 0 | |
| Healing Ministry Fund | | 879 | |
| Counseling Center | | 21,155 | |
| Trinity Outreach Commission | | 8,244 | |
| Higgins Organ Fund | | 500 | |
| Special Outreach | | | |
| Nagy - Tariffville Outreach | | 5,840 | |
| Keswick Scholarship Fund | | <u>100</u> | |
| | | | \$ <u><u>73,818</u></u> |

Trinity Church receives income each year from the Richard D. Seymour Trust at Fleet Bank. The FMV at December 31, 2015 for the church's 1/4 interest is \$125,405.30 and therefore it is not recorded on their balance sheet.