

To: 2024 Annual Meeting of Christ the Savior Orthodox Church  
From: Joanne Bushman and M. Annice Oleynik  
Date: January 21, 2024  
Subject: Audit of the 2023 Parish Financial Statements

Please be advised that a review of the church's financial records was performed on January 21, 2024 on the following accounts:

PNC checking account (...4667)  
PayPal account ([donations@ortodoxdelamrva.org](mailto:donations@ortodoxdelamrva.org))  
Farmer's Bank certificate of deposit (...0063)  
credit card (...4937)  
credit card (...5045)

The financial records and accountings were found to be in good order with only two minor issues:

- 1) the collection sheet forms did not always have all the prescribed information (names of both processors, date, and/or person responsible for the deposit)
- 2) for some reimbursement requests, the check # was not included on all the appropriate paperwork; we were able to verify payments, but a check # would have simplified the process.

In addition, we have two suggestions:

- 1) if possible, make the carbon copies of the checks more legible – specifically: the two signatures are difficult to read
- 2) update the "Audit Notes" checklist to reflect current standards; an accompanying list of parish accounts would be helpful.

In Christ,  
Joanne Bushman  
M. Annice Oleynik