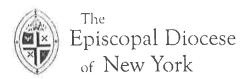
HOLYROOD CHURCH IGLESIA SANTA CRUZ INTERIM ALTERNATIVE AUDIT PROCEDURE DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

INTERIM ALTERNATIVE AUDIT PROCEDURE
NOTES TO INTERIM ALTERNATIVE AUDIT PROCEDURE
ATTACHED INFORMATION



INTERIM ALTERNATIVE AUDIT PROCEDURE FOR 2019

For use only by congregations with a Normal Operating Income (NOI) of less than \$400,000 in Please print clearly or type all entries.

		Please print clearly of type all entires.		
Congregation	Holy Rood C	hurch City or town_	Washingto	on Heights, NY
Audit year: 20	19			
Audit Committee members, with parish role/position:		Carlos Arias, Warden		
		Jose Castillo, Warden		
		Fr. Luis Barrios, Priest in charge		
	40.4			11
If you are unable to	answer "Ye	es" to any question below, please explain why in the Co	mments se	ction at the end.
GENERAL REVIEW			✓ = Yes	✓ = See Comments
1. Is audit report for previous year available?			\square	Comments
		ns included in previous years' audits been implemented?	W.	F
		the year complete?		Ĭ
		ent Committee is authorized to expend or invest funds,		
		h committee meetings complete?		□ N/A
		the Vestry and such Finance/Investment Committees.	,,	_ , ,,,
		by the Vestry?	থে	
		nage allowance voted prior to being paid?	ं व्याप	TI N/A
		unbudgeted expenditures approved?	Ö	
	_	unusual receipts noted?	$\overline{\square}$	
		ed "yes" to c. above, could you trace to recorded receipts	s? 🔟	
	,	reports to the Vestry complete?	o o	П
		nation prepared at least annually for the Vestry and		
congregat		nation prepared acrease annually to the visit y and	EΛ	
		by of the financial report to the Annual Meeting?		H
		port filed on time? (March 1 is the canonical due date)	H	H
		and property records complete?	<u> অব্যব্যব্যব্য</u>	Ī
12. Are insura				
	-	icles of Incorporation and the By-laws?	abla	
		greement and insurance certificate for each outside		
		urch facilities?	N	П
15 Have staff	and volunte	eers attended safe church workshops as required?	II I	Ħ
Cash Balances, Inv			_	
		see that all operating cash accounts (including all passbo	ok .	
10. Have you	counts) hav	e been reconciled regularly throughout the year?	<u> </u>	
		n cash accounts (ECW, Guilds, etc.).		1 1
		en reconciled regularly?	回	
	•	accounts may not be used for general parish purposes (e		
	0	wer donations or pay altar expenses). Are the organization		
		of activity that should have been in the operating fund?	/	m
		perating fund activity in organization accounts, was it	لسببا	
		e Parochial Report?		П
		e Parocinal Reports Ints that exist that you were unable to examine in notes.	Ë	* see attach
d. Li	st arry accou	mis that exist that you were unable to examine in hotes.	√ = Yes	✓ = See
				Comments

CASH BALANCES, INVESTMENTS & INCOME (CONTINUED) 18. Examine year-end statements of any invested funds. Are all investments properly recorded on the books? 19. Were any restricted gifts received during the year? 20. Has the congregation respected donor restrictions on all current and past gifts? 21. Review procedures and control of plate collections, other cash receipts and deposits. Do these systems provide adequate controls? 22. Are contribution statements sent out at least quarterly? 23. Do contribution statements show the pledge balance?	Y = Yes	✓ = See Comments
CASH DISBURSEMENTS 24. Did you receive a list of authorized signatories for each account? 25. Examine a selection of disbursements. 26. Are there invoices (not statements) for disbursements? a. Are there authorizations for disbursements? b. Do checks have the specified number of authorized signatures? c. Is the accounting system used adequate and properly maintained?	व्वववव व	
LIABILITIES Are clergy and lay pension payments calculated correctly and up to date? 27. Is payment of the diocesan Apportioned Share current? 28. Are any diocesan loans current? 29. Are utility and insurance payments current? 30. Are any mortgage or other loan payments current?	विवविध	
 DISCRETIONARY FUNDS 31. Is the account in the name of the church? 32. Was the account set up by Vestry resolution? 33. Is the church's tax ID number used for the account? 34. Is the discretionary account free of operating fund activity, or if there was operating fund activity in the account, was it included in the Parochial Report? 35. If the account was used for personal expenses which the IRS would consider taxable, were these amounts included in the priest's W-2? 		□ N/A □ N/A □ N/A □ N/A
PAYROLL Are workers properly classified as either employees or independent contractors? 36. Are 1099s issued to independent contractors who made more than \$600? 37. Do payroll records indicate that filing requirements were met and that withhel taxes & all employer taxes were properly calculated and remitted? 38. Do the salaries authorized in the budget match the amounts that were paid? 39. Was all compensation, including any bonus, reported on the W-2?	व्यव्यव्यव्यव्यव्यव्यव्यव्यव्यव्यव्यव्यव	
PAROCHIAL REPORT 40. Compare the annual report to the Parochial Report. Are all amounts entered of the Parochial Report in accordance with the Parochial Report instructions? 41. If not, has a revised Parochial Report been prepared and submitted?		□ □ M/A
LITIGATION 42. Is there any current or threatened litigation involving the congregation?	☐ ✓ = Yes	□ N/A ✓ = See Comments

List here, or in a separate letter, comments about any question above that you could not answer in the affirmative.
Please number your comments to correspond to the question you are commenting on.
n/a
RECOMMENDATIONS
List here, or in a separate letter, any recommendations about needed improvements in systems or controls. Anything included here should be discussed with the congregation's leadership.
included fiele should be discussed with the congregation's leadership.
n/a
AUDIT COMMITTEE'S CERTIFICATION
We certify:
1. that we have performed the procedures outlined above;
2. that we have noted all exceptions on this form or in an attached letter;
3. that we have included all recommendations on this form or in an attached letter.
Audit Committee members' signatures
Date
Audit Committee chair's telephone number
Audit Committee chair's e-mail address Submit the
completed audit report by mail to:
Controller's Office
Episcopal Diocese of New York 1047 Amsterdam Avenue

Or as a pdf attachment by email to parishaudits@dioceseny.org.

New York, NY 10025-1747

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NOTE #1 NATURE OF ORGANIZATION

Holyrood Church/Iglesia Santa Cruz (Church), organized in 1893, is a nonprofit organization operating as a religious organization under the laws of the state of New York. The Church is an Episcopal church under the auspices of the Diocese of New York. The Church is dedicated to encouraging each other toward loving God and people by pursuing the priorities of the early church: expressing love to God, serving our church and community, leading the next generation to Jesus, taking Jesus to the world, and forming relationships for spiritual growth.

NOTE #2 SUMMARY OF INTERIM ALTERNATIVE AUDIT PROCEDURE

The Interim Alternative Audit Procedure of the Church has been prepared based on the information provided. Additional attached information is provided to clarify certain questions that cannot be answered with a yes or no.

NOTE #3

The Church has, roughly, 130-175 parishioners at any one time. Masses said Monday through Friday have an attendance of, roughly, 15-20 parishioners. Masses said on the weekends have an attendance of, roughly, 100-160 parishioners. Morning Prayer is said Monday through Friday and is attended by, roughly, 10-15 parishioners. Bible study is also given in the evening.

NOTE #4

The Church rents out space for various groups and meetings. Such as choir school, community outreach, food pantry, Sunday school, and offices.

NOTE #5

The Board of Directors meets on a monthly basis, except for the months July and August as per the Church by-laws.

*Attached Information

17d) All accounts were made available