

August 13, 1958

Mr. Charles Chevaing, Chairman
Official Board
Duke Memorial Methodist Church
Durham, North Carolina

Dear Mr. Chevaing:

The auditing committee of the Official Board of Duke Memorial Methodist Church has examined the financial records of Mr. C. J. Jones, Church Treasurer; Mr. Charles E. Jordan, Treasurer of the Music Fund; and Mr. R. C. White, Treasurer of the Social Service Fund, for the year ended June 30, 1958, and submits herewith its report thereon consisting of the following statements:

CASH RECEIPTS AND DISBURSEMENTS

BANK RECONCILIATION

SUMMARY OF MUSIC FUND CASH RECEIPTS AND DISBURSEMENTS

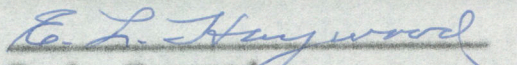
SUMMARY OF SOCIAL SERVICE FUND CASH RECEIPTS AND DISBURSEMENTS

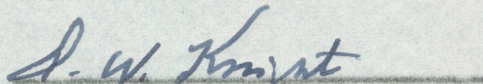
The bank balances in the three funds were verified by reconciliation of statements furnished by the banks.

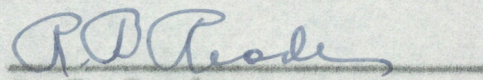
All recorded receipts were traced into the bank as supported by weekly collection reports made in the church office.

Disbursements were verified by examination of cancelled checks and paid invoices.

Respectfully submitted,


E. L. Haywood


A. W. Knight


E. B. Reade

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DUKE MEMORIAL METHODIST CHURCH - DURHAM, NORTH CAROLINA

RECEIPTS AND DISBURSEMENTS - YEAR ENDED JUNE 30, 1958

<u>RECEIPTS</u>	<u>Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Collections on Pledges	\$ 61,783.00	\$ 58,623.89	\$(3,159.11)
Plate Collections	2,000.00	1,901.58	(98.44)
Sunday School Collections	3,000.00	3,900.43	(1,099.57)
Endowment Income	1,275.00	1,913.65	638.65
Orphanage Collections	1,000.00	227.50	(772.50)
Special Collection	1,000.00	926.18	(73.82)
Repairs - Memorial Church Fund, Inc.	-0-	4,524.07	4,524.07
<u>Total Receipts</u>	<u>\$ 72,058.00</u>	<u>\$ 72,017.29</u>	<u>\$(40.71)</u>

<u>DISBURSEMENTS</u>			<u>(Over) Under Budget</u>
Salaries	\$ 20,070.00	\$ 17,705.20	\$ 2,364.80
Wages	6,162.00	6,162.00	-0-
Water, Light, Fuel	3,000.00	3,763.06	(763.06)
Office Supplies and Expenses	1,300.00	988.75	311.25
Bulletins	1,300.00	1,516.89	(216.89)
Telephone and Telegraph	300.00	336.53	(36.53)
Janitor Supplies	450.00	500.33	(50.33)
Miscellaneous Expenses	1,400.00	1,386.86	13.14
Insurance	1,200.00	1,560.90	(360.90)
Music	4,380.00	3,779.09	600.91
Sunday School Expense	5,000.00	2,523.68	2,476.32
Special Collection	1,000.00	833.60	166.40
House Rent	1,000.00	1,050.00	(50.00)
District Superintendent	660.00	660.00	-0-
Conference Pension Fund	1,920.00	1,920.00	-0-
Minimum Salary Fund	1,684.00	1,684.00	-0-
Episcopal Fund	240.00	240.00	-0-
District Expense	240.00	240.00	-0-
Minister's Retirement Fund	120.00	120.00	-0-
Missions Special	757.00	757.00	-0-
Boy Scouts	200.00	200.00	-0-
Social Service Expense	200.00	-0-	200.00
Outside Benevolences	19,475.00	19,475.00	-0-
Repairs	-0-	4,524.07	(4,524.07)
<u>Total Disbursements</u>	<u>\$ 72,058.00</u>	<u>\$ 71,926.96</u>	<u>\$ 131.04</u>
<u>Excess of Receipts Over Disbursements</u>		<u>\$ 90.33</u>	
Less: Bank Overdraft July 1, 1957		<u>36.12</u>	
<u>Cash Balance - June 30, 1958</u>		<u>\$ 54.21</u>	

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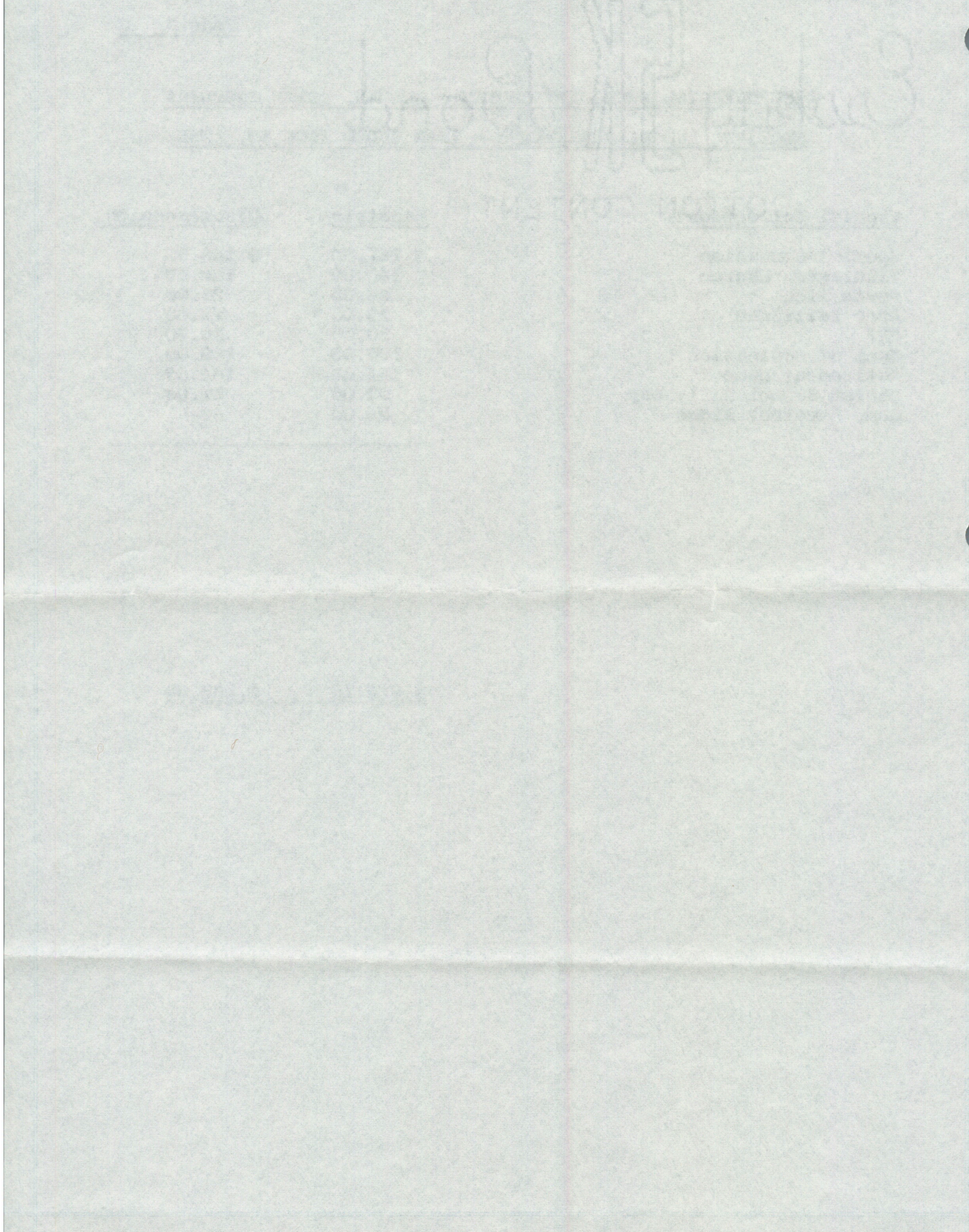
DUKE MEMORIAL METHODIST CHURCH - DURHAM, NORTH CAROLINA

RECEIPTS AND DISBURSEMENTS - YEAR ENDED JUNE 30, 1968

Special Collections:

	<u>Receipts</u>	<u>Disbursements</u>
Special Communion	\$ 147.35	\$ 146.00
Wilmington Church	130.00	129.00
Porto Rica	25.00	25.00
Race Relations	72.23	72.00
MYF	30.00	30.00
Week of Dedication	160.00	160.00
Retirement Home	184.60	184.60
Church School Rally Day	92.00	87.00
Camp Chestnut Ridge	85.00	-0-

\$ 926.18 \$ 833.60



DUKE MEMORIAL METHODIST CHURCH - DURHAM, NORTH CAROLINA

BANK RECONCILIATION - JUNE 30, 1958 - WACHOVIA BANK & TRUST COMPANY

Balance Per Bank Statement \$ 218.36

Add: Deposits in Transit \$ 87.50
94.50
5.00 187.00
\$ 1,005.36

Less: Outstanding Checks # 322 \$ 24.00
336 12.50
337 40.00
338 25.00
339 25.00
340 87.50 214.00
\$ 791.36

Less: Special Fund Balance 737.15

Balance Per Records \$ 54.21



DUKE MEMORIAL METHODIST CHURCH - DURHAM, NORTH CAROLINA

SUMMARY OF MUSIC FUND CASH RECEIPTS AND DISBURSEMENTS

YEAR ENDED JUNE 30, 1958

RECEIPTS

C. J. Jones, Church Treasurer	\$ 3,250.00
Other Sources	<u>480.00</u>
<u>Total Receipts</u>	\$ 3,730.00
Add: Cash Balance July 1, 1957	<u>1,014.31</u>
	\$ 4,744.31

DISBURSEMENTS

Music	\$ 12.60
Choir Members	\$ 4,247.00
Less: Check Cancelled	<u>11.25</u> 4,235.75
<u>Total Disbursements</u>	4,248.44

Balance Per Records \$ 495.87

BANK RECONCILIATION

Balance Per Bank Statement	\$ 507.12
Wachovia Bank and Trust Co.	
Less: Outstanding Check # 2927	<u>11.25</u>

Balance As Above \$ 495.87

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Dear Mr. [Name],

I have received your letter of the [Date] regarding [Topic].

I am sorry that I cannot provide a more definitive answer at this time.

The matter is currently under review, and I will contact you again once a final decision has been reached.

I appreciate your patience and understanding.

Sincerely,
[Name]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

[Additional Information]

[Additional Information]

[Additional Information]

[Additional Information]

[Additional Information]

DUKE MEMORIAL METHODIST CHURCH - DURHAM, NORTH CAROLINA

SUMMARY OF SOCIAL SERVICE FUND CASH RECEIPTS AND DISBURSEMENTS

COTTON
YEAR ENDED JUNE 30, 1958

RECEIPTS

\$ -0-

DISBURSEMENTS

Disbursements during year per check book
and cancelled checks

160.60

Excess of Disbursements Over Receipts

(160.60)

Add: Cash Balance July 1, 1957

1,478.71

Cash Balance June 30, 1958

\$ 1,318.11

BANK RECONCILIATION - DURHAM BANK AND TRUST COMPANY

Balance per bank statement and per records

\$ 1,318.11

