

Thompson, Price, Scott, Adams & Co, P.A.

1543 S. Lee Highway
P.O. Box 4938
Cleveland, TN 37320
Telephone (423) 473-9300
Fax (423) 473-9304



Alan W. Thompson, CPA
R. Bryon Scott, CPA
Gregory S. Adams, CPA

Church's Responsibilities to our Firm:

Provide the Following:

1. Check Register or Copies of Check Stubs
2. Record of Deposits with Breakdown: Tithes, Offerings, Bldg. Funds, Missions, etc.
3. Copy of All Bank Statements
4. W-4's on Employees
5. W-9 on Guest Speakers or Other Outside Contractors
6. Invoices on all Equipment Purchases over \$300
7. Copies of Closing Statements on any New Loans or Leases
8. Record of Disposal or Sale of Any Assets
9. List of Current Assets Owned by Church with Dates Acquired & Purchase Price

Our Responsibilities to Your Church:

From the Above Information We Will Provide the Following:

1. Monthly Financial Statements – Statement of Financial Position, Statement of Activities, and Supporting Schedules
2. General Ledger
3. Check Register
4. General Journal
5. Payroll Reports
6. Bank Reconciliations
7. Quarterly Form 941 & State Reports
8. Annual Forms W-2's, W-3, 1099's, & 1096
9. Depreciation Schedule of Assets

Members

American Institute of CPAs - N.C. Association of CPAs - AICPA Division of Firms