

HIGHWAY MISSION TABERNACLE

19th and Green Streets,
Philadelphia.

January 24, 1938.

From: The Auditing Committee.

To: The Board of Trustees.

After carefully checking the accounts of the Treasurer of Highway Mission Tabernacle the committee submits the following recommendations for your consideration:

1. That two members of the Financial Committee be present and count all moneys before same are turned over to the Treasurer, and that the record book wherein is entered the receipt of all moneys, be signed by the members who have counted such moneys.
2. That where any repairs of a large extent, or replacement of equipment, are necessary in the church or parsonage, and such repairs or replacements be given out on a competitive bid, that such bids be made a part of the records of the Secretary of the Board of Trustees; where such work or replacements are not on a competitive bidding basis, then the action of the Trustees should be fully recorded in the minutes of the Board.
3. That the receipted bills for all expenditures by the Treasurer, be made a part of the records of the Treasurer and not attached to the minutes of the Board.
4. That the minutes of the Board of Trustees be written only by the Secretary of the Board and no other persons be allowed to handle such private work.

In view of the fact that the Board of Trustees are the Corporate Officers of the Church, and that the Committee has given the foregoing recommendations considerable thought, we, as a Committee, suggest that they be adopted.

Respectfully Submitted

Earl Wilson

Frank Simokat

Charles R. Krause