November 6, 2001
(Revised Feb. 12, 2002)

TO ALL CHURCH TREASURERS
in the Central California Conference

SUBJECT: Monthly Reports for your files, and
Monthly Reports to be sent to the Conference

Dear Friends,

Because there have been a change of treasurers in several of our churches, and since we now
have two popular computer software programs (The Church Accountant and Jewel) being used
by our treasurers, we would like to list again the reports that you will want for your files and
those reports that we need from you which are to be sent to the Conference every month.

FOR COMPUTER GENERATED RECORDS AND REPORTS

Please find enclosed two pages, one page for Church Accountant Reports and the other page
listing the Jewel Reports. **Please note that, EFFECTIVE JANUARY 1, 2002, you will no
longer need to send in the ½ page Remittance Report** since we will be taking the information
from the Contribution Reports.

FOR HAND-POSTED RECORDS AND REPORTS

For those treasurers who are still using the hand posting method and are completing the Cash
Receipt Journals and the Cash Disbursement Journals, we will still appreciate your sending in the
yellow copy of your journals together with the monthly Bank Reconciliation. You should
continue sending in the ½ page Remittance Report.

Those of you who are hand posting may be interested in using the Jewel program. If you have a
computer that can utilize Windows 95 or 98 or 2000, we would be happy to send you descriptive
information about the Jewel program.

We wish to thank each one of you for your faithful and diligent service. Should you have any
questions about these matters or if we can be of assistance to you, please call us.

Sincerely yours,

CENTRAL CALIFORNIA CONFERENCE AUDITING SERVICE