

St. George Greek Orthodox Church Audit Report for 2019
Transaction Matrix

Step No	Task Performed by.	Date of Activity								
1	Treasurer has reviewed Financial Procedures and Guidelies. Confirms they are up to date and being used.	AC	3/03/20-3/16/20							
2	Review accounts with Bookkeeper looking unused or duplicative categories.	AC	3/03/20-3/16/20							
3	Review Petty Cash. Confirm fixed balance. Check expenditure for correctness.	AC	3/16/2020							
4	Promissory Note balance confirmed	CTB	3/16/2020							
8	Journal Review									
	From the Cash Receipt Logs randomly select cash receipts and tie back to source documents and Bank Account Statements. Confirm that all Restricted donations were deposited in the correct accounts.		Date of Activity	Receipt From	Receipt Ammount	Receipt Date	Confirm Cash Receipt Was Counted By Two	Traced to Bank Account & Source Documents	If Restrict ed Confirm It Was Placed In Proper Account	Comments
	Special Sacraments									
	3/12/2019	CTB	5/3/2019	Deposit - 25504	\$ 450.00	5/11/2019	Y			
	04/23/2019	CTB		Transfer-TD Bank - 503509998	\$ 952.80	4/23/2019		Y		
	JE201822R	CTB	5/2/2019	General ,Transfer	\$ 950.00	5/3/2019		Y		

	07/24/2019	CTB	7/23/2019	Transfer-TD Bank - 522090868	\$ 761.61	7/24/2019	Y	Y		
	Feast Day Reserve									
	01/09/2019	CTB	12/12/2018	Beacon Woods Florist-16950038	\$ 68.00	1/1/2019		Y		
	02/12/2019	CTB	2/2/2019	Transfer	\$ 2,800.00	2/2/2019	Y	Y		
	12/17/2019	CTB	12/16/2019	Income Receipt	\$ 160.00	12/16/2019	Y			
	Restricted Agape									
	02/12/2019	CTB	2/11/2019	G-Mail Message - 1731	\$ 400.00	2/12/2019	Y			
	12/19/2019	CTB	12/11/2019	Transfer - 550901765	\$ 160.00	12/16/2019	Y			
	Festival									
	01/03/2019	CTB	11/2/2018	16906877	\$ 214.00	1/3/2019	Y			
	05/02/2019	CTB	5/2/2019	Transfer TD Bank - 505470125	\$ 150.00	5/2/2019	Y			
	08/22/2019	CTB	8/22/2019	Conquest Digital	\$ 100.00	Voided		Y		
	09/17/2019	CTB	9/16/2019	Deposit	\$ 6,300.00	9/16/2019	Y	Y		
	09/30/2019	CTB		FGQIOW	\$ -	Voided		Y		
	10/3/2019	CTB	9/26/2019	Greek Boys Foods	\$ 209.99	9/26/2019		Y		
	10/21/2019	CTB	10/16/2019	Gulfside Tees - 4019	\$ 1,001.75	10/21/2019		Y		
	10/28/2019	CTB	10/21/2019	Great Bay - 0024089	\$ 1,104.00	10/28/2019		Y		
	11/01/2019	CTB	11/1/2019	Coastal Rental - 1837		Voided		Y		
	11/01/2019	CTB	11/1/2019	Coastal Rental	\$ 260.50	11/1/2019				
	11/1/2019	CTB	10/30/2019	Sam's Club - 1840	\$ 1,689.18	11/1/2019				
	11/02/2019	CTB	10/18/2019	Pasco Sheriff - 1887	\$ -	Voided		Y		
	11/3/2019	CTB	11/3/2019	Deposit	\$ 25,000.00	11/3/2019				
	11/04/2019	CTB	11/4/2019	Deposit	\$ 24,916.00	11/4/2019				
	11/04/2019	CTB	11/4/2019	Deposit	\$ 23,056.00	11/4/2019				
	11/15/2019	CTB	11/14/2019	Transfer-Combiined w/545311634	\$ 1,050.00	11/14/2019				
	11/30/2019	CTB	11/13/2019	Incorrect entry for Sercive Chg	\$ -	Voided				
	Children's Agape									
	01/22/2019	CTB		Jack Tout	\$ 315.68	1/22/2019		Y		
	3/25/2019	CTB	3/18/2019	Deposit - 25537	\$ 75.00	3/18/2019		Y		
	07/22/2019	CTB	7/22/2019	Depositt - 26246	\$ 100.00	7/22/2019		Y		
	10/21/2019	CTB	10/21/2019	Jack Tout - 1821	\$ 365.63	10/21/2019		Y		
	Hall Repairs									
	10/21/2019	CTB	10/19/2019	Don King AC - 1824	\$ 1,600.00	10/21/2019				
	Memorial Cross									
	04/25/2019	CTB	4/25/2019	Deposit Check - 5494	\$ 100.00	4/25/2019		Y	Y	
	Catechism School									
	06/16/2019	CTB	6/6/2019	Tom Rombergen	\$ 16.03	6/10/2019		Y		

	Choir Ministry									
	03/26/2019	CTB		Deposit	\$ 263.00	3/25/2019	Y	Y		
	10/03/2019	CTB	10/2/2019	Hellas Bakery - 101953	\$ 50.00	10/3/2019		Y		
	11/15/2019	CTB	11/8/2019	Jim Wilson - 1709	\$ 77.99	11/15/2019		Y		
	Goya									
	03/05/2019	CTB	3/4/2019	Deposit - 25476	\$ 690.00	3/4/2019		Y		
	7/24/2019	CTB	7/23/2019	Transfer- 522089376	\$ 232.00	7/23/2019		Y		
	09/18/2019	CTB	9/18/2019	Lisa Aivatoglou - 1700	\$ 350.00	Voided		Y		
	Lekakis Foundation									
	11/01/2019	CTB	10/30/2019	BeamWorks - 1835	\$ 2,100.00	Voided		Y		
	11/18/2019	CTB		Rapapanos -1867	\$ 160.00	Voided		Y		
	Dance Group									
	05/08/2019	CTB	5/8/2019		\$ 200.00	5/8/2019	Y	Y		
	10/1/2019	CTB	9/30/2019		\$ 200.00	10/1/2019	Y	Y		
	11/19/2019	CTB	11/17/2019	Deposit	\$ 1,038.00	11/18/2019	Y	Y		
	Friday Night Dinners									
	01/08/2019	CTB	1/7/2019	Deposit - 25306	\$ 1,548.00	1/7/2019	Y	Y		
	01/22/2019	CTB	1/7/2019	Sunrise Propane - 1721	\$ 94.42	1/14/2019		Y		
	02/01/2019	CTB	1/2/2019	American Food - 1720	\$ 2,413.73	1/22/2019		Y		
	02/01/2019	CTB	1/18/2019	Archdiocese Assessment -5062	\$ 4,537.67	2/1/2019		Y		
	02/25/2019	CTB	2/25/2019	Deposit- 25475	\$ 2,423.00	2/25/2019	Y	Y		
	3/8/2019	CTB		Restaurant Depot - Check 1756	\$ 726.46					Missing Invoice
	04/04/2019	CTB	3/22/2019	Archdiocese Assessment - 4688	\$ 4,537.67	3/22/2019		Y		
	Church Capital Improvements									
	01/14/2019	CTB	1/3/2019	Don King - 1703	\$ 592.00	1/3/2019		Y		
	02/01/2019	CTB		T. Williams - 1729	\$ 105.50	2/7/2019		Y	Y	
	3/13/2019	CTB	3/13/2019	Transfer - 4955003004	\$ 400.00	3/13/2019		Y		
	04/10/2019	CTB	4/5/2019	Tom Willliams - 1752	\$ 198.59	4/10/2019		Y		
	05/29/2019	CTB	5/28/2019	Deposit	\$ 350.00	5/28/2019		Y		
	06/10/2019	CTB	6/10/2019	Transfer - 513306810	\$ 825.00	6/10/2019		Y		
	06/19/2019	CTB		Deposit	\$ 350.00	6/18/2019		Y		
	07/18/2019	CTB	4/19/2019	It's Natures Way/M. Happ-1787	\$ 2,200.00	7/18/2019		Y		
	09/24/2019	CTB	9/23/2019	Deposit	\$ 300.00	6/18/2019		Y		
	11/14/2019		11/14/2019	Transfer - 545509998	\$ 550.00	11/14/2019		Y		
	Children's Agape									
	03/12/2019	CTB	3/11/2019	Deposit	\$ 450.00	3/11/2019		Y		

	04/23/2019	CTB	4/23/2019	Transfer - 503509198	\$ 502.00	4/23/2019		Y		
	05/02/2019	CTB	3/5/2019	Reverse Transfer - 522090868	\$ 950.00	5/3/2019		Y		
	Promissory									
	02/05/2019	CTB	2/3/2019	Deposit	\$ 150.00	2/3/2019		Y		
	04/10/2019	CTB	4/9/2019	Deposit	\$ 21.00	4/9/2019		Y		
	06/25/2019	CTB	6/24/2019	Deposit	\$ 253.00	6/24/2019		Y		
	12/05/2019	CTB	12/4/2019	Deposit	\$ 140.00	12/4/2019		Y		
	Emergency Fund									
	12/04/2019	CTB	12/4/2019	Transfer Hall Repair	\$ 3,100.00	12/4/2019		Y		
	09/06/2019	CTB	9/6/2019	Taverna Bank - 1806	\$ 5,000.00	9/17/2019		Y		
	New Year's Eve									
	12/17/2019	MP	12/17/2019	C. Dino Theofilos	\$ 2,300.00	Voided		Y		
	12/30/2019	MP	21/30/2019	ABC Liquors-Would Not Take Chec	\$ 388.09	12/30/2019		Y		
	Easter Reserve									
	04/04/2019	MP	3/31/2019	Beacon Woods Florist - NZDN9	\$ 656.80	3/31/2019		Y		
	04/21/2019	MP	4/21/2019	Fr. G. Matis - 1757 (Palm Sunday)	\$ 350.00	4/21/2019		Y		
	04/24/2019	MP	4/22/2019	Root Candles - Digit - PD4P8	\$ 1,451.89	4/22/2019				
	6/10/2019	MP	6/10/2019	Beacon Wood Florist P69NV ZBYS	\$ 55.00	4/22/2019		Y		
	Ministries									
	12/27/2019	MP	1/2/2019	Transfer YAH - 1657	\$ 250.00	1/2/2019		Y		
	08/06/2019	MP	8/5/2019	Deposit Memphis TN Trip	\$ 524.00	7/29/2019		Y		
	09/10/2019	MP	9/10/2019	YAH New Year's Eve	\$ 40.29	9/3/2019		Y		
	09/17/2019	MP	9/17/2019	Spec Tray -1805 IOCC	\$ 1,000.00	10/17/2019		Y		
	10/16/2019	MP	10/16/2019	YAH Mtg Kusters Pizza - 1703	\$ 100.00	9/17/2019		Y		
	Golf Tournament									
	01/09/2019	MP	1/9/2019	Deposit Cresent Oaks Golf - 1705	\$ 200.00	1/9/2019		Y		
	03/06/2019	MP	3/4/2019	Deposit Golf Tournament	\$ 125.00	3/4/2019				
	04/01/2019	MP	4/1/2019	Kokolakis Hole Sponsor & Players	\$ 800.00	4/1/2019		Y		
	04/01/2019	MP	3/30/2019	Transfer - Salary Parish Scty	\$ 1,261.11	4/1/2019		Y		
	02/06/2019	MP	2/6/2019	Gas Allow - Check 1728	\$ 500.00	2/6/2019				
	04/04/2019	MP	3/28/2019	Landmark Golf - NZDN9-BTGZK	\$ 217.96	4/4/2019		Y		
	Winter BBQ									
	01/31/2019	MP	3/28/2019	Loan O Lakes Ice - 1725	\$ 350.00	1/31/2019		Y		
	2/5/2019	MP	2/2/2019	Deposit - Non-Food Vendors	\$ 3,450.00	2/2/2019		Y		
	02/20/2019	MP	2/2/2019	People Ready - 17247754	\$ 119.23	2/20/2019		Y		

	Dormition Reserve									
	08/13/2019	MP	8/13/2019	J. Wilson - Office Supplies - 1791	\$ 96.50	8/13/2019		Y		
	08/15/2019	MP	8/15/2019	Deposit-Dormition Tray & Candles	\$ 576.00	8/15/2019	Y	Y		
	Greek School Ministry									
	05/21/2019	MP	5/14/2019	Deposit #800 - Pan Kapa of FL	\$ 100.00	5/14/2019				
	Taverna Reserve									
	09/10/2019	MP	9/10/2019	Taverna Items - 1799	\$ 1,200.00	9/10/2019		Y		
	09/26/2019	MP	9/26/2019	Spartan Manor Wine - 1810	\$ 773.30	9/26/2019		Y		
	10/06/2019	MP	10/6/2019	Deposit - Raffle & Donations	\$ 11,637.00	10/6/2019		Y		
	Church Socials									
	01/25/2019	MP	1/25/2019	Rental Light Towers - 17050936	\$ 1,346.00	1/25/2019		Y		
	02/20/2019	MP	2/15/2019	Waste Connections - 17206038 & N41550-FZ023	\$ 505.40	02/20/19 & 02/28/19		Y		
	Agape - Restricted									
	02/12/2019	MP	2/12/2019	Assistance w/Med Bill - 1713	\$ 400.00	2/12/2019		Y		
	12/11/2019	MP	12/11/2019	Transfer- Day of Giving	\$ 25.00	12/11/2019		Y		
	Operations	CGM								
	01/21/2019	CGM	1/21/2019	Staples 16903623	\$ 192.86	1/21/2019		Y		
	01/21/2019	CGM	1/21/2019	Deposit	\$ 1,764.00	1/21/2019		Y		
	01/25/2019	CGM	1/25/2019	Konica Minolta - 16950041	\$ 515.28	1/25/2019		Y		Service Agree
	1/19/2019	CGM	1/19/2019	Bank of America - 11033564	\$ 383.45	1/19/2019		Y		Credit Card Rtn
	01/21/2019	CGM	1/21/2019	Deposit	\$ 4,516.00	1/21/2019		Y		
	01/30/2019	CGM	1/30/2019	Payroll - DB 1065/1062	\$ 1,824.87	1/30/2019		Y		
	01/30/2019	CGM	1/30/2019	A. Stepopoulos - 131192	\$ 500.00	1/30/2019		Y		
	02/03/2019	CGM	2/3/2019	Deposit	\$ 3,294.00	2/3/2019		Y		
	02/07/2019	CGM	2/7/2019	Lawn Service -17155244	\$ 800.00	2/7/2019		Y		Contract
	02/20/2019	CGM	2/20/2019	WREC - 17155254/55	\$ 1,427.31	2/20/2019		Y		Electric Bill
	02/12/2019	CGM	2/12/2019	Funds Transfer	\$ 2,493.10	2/12/2019		Y		
	02/15/2019	CGM	2/15/2019	Fr. Gregory - 215172	\$ 4,018.32	2/15/2019		Y		
	02/28/2019	CGM	2/28/2019	USPS - 3589	\$ 20.00	2/28/2019		Y		
	3/7/2019	CGM	3/7/2019	Fr. Kntsiklis -3593	\$ -	Voided		Y		
	03/10/2019	CGM	3/10/2019	GT Carpet Clean - NY62220RGC	\$ 550.00	3/10/2019		Y		
	03/18/2019	CGM	3/18/2019	Fr. Rousakis - 3567/69	\$ 500.00	3/18/2019		Y		
	06/20/2019	CGM	6/20/2019	FL Dept of State	\$ 61.25	6/20/2019		Y		
	03/28/2019	CGM	3/28/2019	Fr. Rousakis - 3572	\$ 1,205.00	Voided		Y		Re-Issued

	04/3/2019	CGM	4/3/2019	Logan Ritter - 3975	\$ 400.00	4/3/2019		Y		
	03/28/2019	CGM	3/28/2019	WREC - NZDN9BV193	\$ 1,762.00	3/28/2019		Y		Electric Bill
	04/30/2019	CGM	4/30/2019	Payroll - DD1080	\$ -	Voided		Y		
	04/30/2019	CGM	4/30/2019	Payroll - DD1081	\$ -	Voided		Y		
	04/30/2019	CGM	4/30/2019	Payroll Adjust for - 1080/1081	\$ 1,820.00	4/30/2019		Y		
	03/05/2019	CGM	3/5/2019	GT Carpet Clean - NX52Z2DPGL	\$ 292.44	3/5/2019		Y		
	04/07/2019	CGM	4/7/2019	GOA Schoolorship - 3595	\$ 250.00	4/7/2019		Y		
	04/15/2019	CGM	4/15/2019	Fr. Rousakis - 3579	\$ 2,850.00	4/15/2019		Y		
	04/23/2019	CGM	4/23/2019	Deposit	\$ 17,785.00	4/23/2019		Y		Lady Philop
	04/27/2019	CGM	4/27/2019	Deposit	\$ 1,809.00	4/27/2019		Y		
	05/12/2019	CGM	5/12/2019	Transfer	\$ 1,018.00	5/12/2019		Y		
	05/13/2019	CGM	5/13/2019	Data Sys - P2YK4-WXW29	\$ 11.50	5/13/2019		Y		
	05/13/2019	CGM	5/13/2019	Deposit	\$ 1,388.00	5/13/2019		Y		
	05/21/2019	CGM	5/21/2019	Elavator Safety - 3608	\$ 75.00	5/21/2019		Y		
	05/30/2019	CGM	5/30/2019	Clergy-Laity Conf - 3612	\$ -	Voided		Y		
	06/09/2019	CGM	6/9/2019	GD Insurance - DEB62019.2	\$ 3,353.44	6/9/2019		Y		
	5/31/2019	CGM	5/31/2019	Payroll Service	\$ 1,147.02	5/31/2019		Y		
	05/13/2019	CGM	5/13/2019	Met Assess P79VY-LCKG2	\$ 1,200.00	5/13/2019		Y		
	06/28/2019	CGM	6/28/2019	Fr. Andrew	\$ 3,007.79	6/28/2019		Y		
	07/23/2019	CGM	7/23/2019	GOYA - PBRYJWDV7J	\$ 4,537.67	7/23/2019		Y		
	0707/2019	CGM	7/7/2019	Deposit	\$ 1,636.00	7/7/2019		Y		
	07/09/2019	CGM	7/9/2019	GD Insurance - DB72019.1	\$ 3,795.54	7/9/2019		Y		
	07/10/2019	CGM	7/10/2019	Root Candles - P94MM-95BVS	\$ 1,043.40	7/10/2019		Y		
	07/19/2019	CGM	7/19/2019	Fr. Andrew	\$ 758.12	7/19/2019		Y		
	07/23/2019	CGM	7/23/2019	Archdiocese Assessment	\$ 4,537.67	7/23/2019		Y		
	07/25/2019	CGM	7/25/2019	Fr. Andrew	\$ 467.28	7/25/2019		Y		
	07/31/2019	CGM	7/31/2019	Comic Terrablance	\$ 800.00	7/31/2019		Y		
	08/13/2019	CGM	8/13/2019	C. Manikas - 3631	\$ 14.07	8/13/2019		Y		
	08/13/2019	CGM	8/13/2019	Johnson Controls -PDWPM-5C048	\$ 1,431.90	8/13/2019		Y		
	08/19/2019	CGM	8/19/2019	J. Wilson - 3633	\$ 150.00	8/19/2019		Y		
	09/04/2019	CGM	9/8/2019	J. Wilson - 3634	\$ 147.16	9/8/2019		Y		
	09/08/2020	CGM	9/8/2019	Guide One Metal - 082719	\$ 3,324.49	9/8/2019		Y		
	09/17/2019	CGM	9/17/2019	Deposit	\$ 4,726.54	9/17/2019		Y		
	09/17/2019	CGM	9/17/2019	St. Raphael Nicholas	\$ 500.00	9/17/2019		Y		
	09/24/2019	CGM	9/24/2019	Deposit	\$ 936.00	9/24/2019		Y		
	09/24/2020	CGM	9/24/2019	BankCard - PK4C3-KNY6Y	\$ 649.39	9/24/2019		Y		

