

Date: September 21, 2106

The Board of Trustees  
Jain Society of Houston  
Houston, TX

Subject: Financial Review for the year May 1, 2015 - April 30, 2016

We have reviewed the attached Income and Expense Statement, Balance Sheet, accounts and supporting records for the fiscal year ending April 30, 2016. These financial statements include both existing Temple and new Temple income and expenses.

Based on our review, the financial statements referred to above present fairly, in all material aspects, the financial position of JSH. Adequate control exists over expenses and income. Donations, expenses and other records are maintained well by Treasurer in Quick Books software. Attached are our recommendations to further improve financial controls and record keeping.

Sincerely,

Members of the Financial Review Committee

A. Kapadia

V. Mehta

P. Jhonsa

Jain Society of Houston

FRC Comments and Recommendations

For the year ending April 30, 2016

- 1) All efforts need to be made to change the fiscal year ending April 30 to calendar year ending December 31. A vote needs to be taken on Swamivatsalya Day to make this effective immediately.
- 2) CD's are well maintained by BT. All CD's need to have a online login ID and password established and this information needs to be provided to Treasurer so Treasurer can accurately record any movement between CD's and all interest income. Treasurer will only have read access to these accounts and will not be able to move funds, close or open CD's. If CD's are closed and new ones opened, then responsible party should as soon as possible inform the Treasurer and provide all necessary paperwork so that proper accounting can be done.
- 3) A procedure book should be developed by Treasurer with help from FRC to document all procedures. This way new Treasurers will have a guidebook on how to do the job.
- 4) In February 2014 JSH obtained written confirmation from IRS that our non profit status is still good and that JSH does not need to file Form 990.
- 5) Fixed Assets on JSH books are carried at the same value for many years. At some point, new appraisal needs to be done so financial statements can accurately present the value of these assets.