

March 22, 2005

**VIA EMAIL TO MSWANSON@FLUMC.ORG**

Ms. Marilyn Swanson  
Risk Management  
The Florida Annual Conference of United Methodist Churches  
1140 East McDonald St  
Lakeland, Florida 33801



Re: Insured – The Florida Annual Conference of the United Methodist Churches  
Business Income and Extra Expense Claims

Loss - Hurricane	Date of Loss	Lexington Insurance Claim No.
Charley	August 13, 2004	171695
Frances	September 5, 2004	171422
Jeanne	September 25, 2004	173038

Dear Ms. Swanson:

As you know, we have been engaged by Dan Olive of CJW Associates to review The Florida Annual Conference of the United Methodist Churches' claims for loss of business income and extra expense. In order to determine the extent of the losses, we will require the following information, books and records from each church making these claims:

1. Explanation of the physical damage suffered by the church, identification of which hurricane caused the damage, and an explanation how that damage relates to the business income and extra expense claims. Please reference the CJW claim number assigned to the individual church.
2. Detailed claim computation and any documentation used to arrive at the claim amount. If the damage was caused by more than one hurricane, please identify which claims relate to which hurricane.
3. Identification of the period of time for which the claim is being made
4. Any monthly, quarterly and/or yearly financial statements, as available, from 2002 through current to include profit and loss statements (if applicable), statements of activities, and statements of financial position (balance sheet).
5. Annual records of pledges and collections on pledges for 2002 through the present
6. Any Forms 990 or 990T filed, 2002-2004
7. Any additional documentation that the Churches feel will be helpful in establishing their business income and extra expense claims.

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Depending upon the claim presented, we may also require the following types of records for both pre- and post-loss periods, and will request this information as needed after we receive the first seven items:

8. Detailed general ledgers (cash receipts and disbursements if no general ledgers are maintained)
9. Collection records
10. Monthly sales & use tax returns (if applicable)
11. Monthly bank statements
12. Monthly payroll records
13. Rental agreements/leases
14. Utility bills

This document request list is not intended to be all-inclusive. We may require additional documentation in order to complete our analysis of each claim. The information may be sent electronically to [jlehman@hsno.com](mailto:jlehman@hsno.com) or via mail to:

HSNO  
647 Putnam Pike  
Greenville, RI 02828  
Attn: Jean Lehman, CPA

Should you have any questions, please do not hesitate to contact us.

Very truly yours,

**HAGEN, STREIFF, NEWTON & OSHIRO ACCOUNTANTS, PC**

By: Jean Lehman, CPA

cc: Mr. Dan Olive, CJW Associates