

Audit Committee Certificate

Audit Year 20__

Deadline: September 1, 20__

Date: _____

To: The Vestry/Mission Board of

(Name of Church) _____

(Address) _____

Subject: Audit for 20__ of (Name of Church) _____

We have inspected the statement of assets and liabilities resulting from the transactions of (Name of Church) _____ as of December 31, 20__, and the related statement of receipts and expenditures, and changes in operating fund balance for the year then ended. Our work included all tasks set forth in the "Instructions for completing a Committee Audit" and was made in accordance with the audit guidelines of the accounting manual, the Manual for Business Methods in Church Affairs. The financial statements are prepared on a (circle one)

cash / modified accrual / accrual

basis in accordance with principles adopted by the Episcopal Church and approved by its General Convention except as noted:

(e.g., **depreciation recognized, donated services recorded, property at insured value rather than cost, investments at cost rather than market, use of a spending rule for endowment income, etc.**)

We have taken steps to see that the accompanying financial statements and report of the Treasurer's funds present fairly the assets and liabilities of the Church at December 31, 20__; and that the receipts and expenditures and changes in operating fund balance for the year then ended, are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with that of the preceding year.

List qualifications on opinion, or test(s) which could not be performed:

Our inspection and certificate are not intended to be construed as an audit and opinion rendered by a Certified Public Accountant.

Members of the Audit Committee (minimum of three required)

Name	Address	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____