

Basic Records for Audit Year 20__

Deadline: September 1, 20__

Town, Church _____

Treasurer: Please initial next to the items the church possesses.

Audit Committee: Please have a member initial next to the items reviewed.

The Treasurer will make available the following records:

	Treasurer	Committee
1. Vestry/Mission Board minutes	_____	_____
2. Insurance policies	_____	_____
3. Cash Receipts and Disbursement Book (or computer printout)	_____	_____
4. The Treasurer's statement to accompany the Parochial Report	_____	_____
5. Checkbooks stubs for year; canceled checks & bank statements and reconciliations for every account held in the name of the Parish and/or parish organization(s), including discretionary funds.	_____	_____
6. File of paid invoices	_____	_____
7. Weekly record of cash receipts (Sunday counter sheets)	_____	_____
8. Duplicate deposit slips and/or parish passbook	_____	_____
9. Payroll records including forms I-9, W-2, W-3, W-4, 1096, 1099 and Guarantee Payroll Tax Forms.	_____	_____
10. Record of endowment, memorial and investment funds transactions	_____	_____
11. Savings, including Memorial Fund, passbooks	_____	_____
12. Copy of year end Treasurer's Report to the Annual Meeting of the congregation.	_____	_____
13. Record of pledges and payments	_____	_____
14. The Episcopal Church Parochial Report	_____	_____
15. The statement of Internal Control	_____	_____
16. Trust and Endowment Fund Report Form	_____	_____
17. Loans and Contracts the parish has entered into.	_____	_____