

# Statement of Internal Control

**Audit Year 20\_\_**

**Deadline: September 1, 20\_\_**

The Treasurer must answer in writing the following:

1. Who is authorized to sign checks?

Name \_\_\_\_\_

Position \_\_\_\_\_

Account Name/No. \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Account Name/No. \_\_\_\_\_

2. Who counts the Sunday Offering? (Vestry and/or names of individuals)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. When is the Sunday Offering counted? \_\_\_\_\_

4. When is the deposit made? \_\_\_\_\_

5. Do the counters sign counter sheet? \_\_\_\_\_

6. Is the Treasurer excluded from processing the counting sheets and signing?

7. How are expenditures authorized? (Example: Requisition System)

8. Are all expenditures made by check? (List exceptions, if any)

9. Does the Church have a safe deposit box? \_\_\_\_\_

If no, where are valuable papers, such as deeds, trusts, wills, etc., kept?

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10. Is a full and complete accounting of all funds, including savings, memorial, investment and endowment, made in the Annual Parochial Report?

If no, explain:

11. Are all Trust and Permanent Funds deposited with a Federal or State Bank?

If no, explain:

12. Were any new Trust and Permanent Funds received or any existing funds surrendered during the year?

If yes, explain:

13. Is a list of unpaid bills and loan balances due prepared at year end?

14. Are statements sent to each pledging unit?

If yes, with what frequency\_\_\_\_\_

15. Do the pledge statements include payments made for specific items such as special gifts and donations to memorials?

16. Do the pledge statements exclude gifts acknowledged by Diocesan or National levels such as Episcopal Charities and Presiding Bishop's Fund?

17. Are all bank accounts reconciled monthly?

If yes, by whom \_\_\_\_\_

If no, why not \_\_\_\_\_