

Audit Program Checklist Audit Year 2007

Deadline: September 1, 2008

1. General Information

Audit Contact Person _____
Congregation _____
Address _____
e-mail: _____
Telephone _____

Audit Committee Members:

Vicar _____
Senior Warden _____
Junior Warden _____
Clerk _____
Treasurer _____
Assistant Treasurer _____

Records Maintained by _____
Location of Financial Records _____

Amount on Line D of 2007 Parochial Report _____

2. Documents Required for Review:

| | | |
|---|-----|----|
| Original signed Vestry/Mission Board minutes | Yes | No |
| Minutes of any group authorized to disburse money | Yes | No |
| Annual financial report to parish | Yes | No |
| Treasurer's interim reports Annual Parochial Report | Yes | No |
| Names of those authorized for check signing, fund withdrawal or transfer, and disbursing approval | Yes | No |
| List of securities held | Yes | No |
| Arrangements made for mailing requests for confirmation of bank balance(s), loan balance(s) and investments | Yes | No |