

# Arrangements for 2007 Audit

Deadline: July 15, 2008

Town, Church \_\_\_\_\_

Select one of the following four options, and provide the requested information.

- \_\_\_ 1. The Vestry/Mission Board is engaging an independent certified Public Accountant to audit the 2007 financial statements of the Mission.

Name of CPA: \_\_\_\_\_

- \_\_\_ 2. The Vestry/Mission Board is appointing three members of the parish to serve as an Audit Committee. Each person is approved by the Vicar, and is knowledgeable about financial, accounting, and auditing matters, and has not acted as treasurer, accountant, investment manager, bookkeeper or authorized signer for any parish accounts in 2007.

Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \_\_\_ 3. The Vestry/Mission Board is approving an audit exchange with another mission or parish.

Name of exchange congregation: \_\_\_\_\_

Names of individuals from this congregation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \_\_\_ 4. The Board of Missions is hereby requested to recommend a qualified individual from outside the parish to serve on the Audit Committee.

Submitted by:

Vicar:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Senior Warden:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Treasurer:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Return by July 15, 2008 to:**

Board of Missions

c/o Deborah Crall

Diocese of New Jersey

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