

Audit Program Checklist Audit Year 2009

Deadline: September 1, 2010

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 2009 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