Worksheet for Audit Year 2009

For internal purposes only
Submission to the Diocese of New Jersey not required

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Name of Church
December 31, 2009

Cash Disbursement Test

(Suggest sample of 10% of disbursements throughout the year)

Payee (a)	Amount (a)	Description (a)	Account # (b)	Check # (c)	Approved by (d)	OK
Ex: Office Max	*242.00*	*Office supplies*	*126-20*	*1210*	*Rector*	*X*

a – per invoice examined
b – per invoice – traced to cash disbursements journal under this account. Verified proper account distribution
c – examined endorsed canceled check payable to proper payee
d – examined notation of approval by authorized individuals; reviewed vestry minutes