

## THE 2010 PARISH AUDIT COMMITTEE COMPLIANCE REVIEW SUMMARY

Please check-off the items below as you complete them. These audit activities form the core of your audit work and must be done along with the other items identified in the Manual for Audit Committees in the Diocese of Vermont.

### Beginning

- The Committee members have reviewed the Diocesan Manual for Audit Committees OR the Audit chapter in the Manual of Business Methods in Church Affairs as published by the General Convention and used it as their guide.
- The Committee has reviewed last year's audit report and the response from the Oversight and Audit Committee

### Monthly & Annual Financial Activities

- All Months were audited { Preferred } OR
- January, December and two other months selected at random were audited.
- An audit of the monthly income and disbursements was performed
  - a) A comparison was made of the counters breakdown sheets with the weekly deposits
  - b) A comparison was made of the check book register against the bills paid for the month in a review against invoices and internal authorizations to pay documents
- All church accounts were included in this audit ( general checking, investment accounts, restricted accounts, savings and CDs, the discretionary fund, and all parish organizations )
- The monthly reports that were reviewed for accuracy and completeness
  - a) The line item reports agree with the accounting program line items
  - b) The December end of the year balances agree with the accounting program balances
- The Annual Report to the Parish Meeting attached to the Parochial Report was consolidated to include all church financial accounts as noted above.
- If there have been changes as a result of the audit in the Annual Finance Report to the Parish Meeting, have these changes resulted in the filing of an amended Parochial Report to the diocese ?
- Have the minutes of the Vestry been reviewed to assure that vestry decisions regarding the parish finances were properly enacted and are reflected in the parish financial procedures, records and reports ?

## Submission Check List

The following are to be included in the Parish Audit Report to the Vestry for their review and response.

- The audited consolidated annual finance report of all income and expenses
- A statement of the total financial assets and liabilities of the parish ( can be included as a section in the annual report )
- The completed 70 question Internal Controls Checklist for 2009 with appropriate comments and recommendations
- The Audit Committee Certificate that has been signed
- An attached copy of this Compliance Review

Parish Name \_\_\_\_\_

Parish Town / City \_\_\_\_\_

Date \_\_\_\_\_

The National Canons as well as the Canons of the Diocese of Vermont require that every parish, mission and diocesan institution shall have an annual financial and internal controls audit and that these audits must be sent to the diocesan office no later than September 1<sup>st</sup> of the year following.

### **IMPORTANT NOTE**

The audit committee report is turned over to the Vestry. They are responsible for their covering letter in response to your report and outlining what changes and actions are necessary to correct any problems within 30 days before forwarding the completed report to the diocesan office.

One copy of the total report including the formal vestry response should be attached to the minutes of the appropriate Vestry meeting together with their responses and one copy should be placed in the parish audit files.

If your Vestry and/or Audit Committee needs any assistance in the audit, please know that the Oversight and Audit Committee of the diocese is ready and willing to help if needed.