



## Financial Oversight and Audit Committee

### ADVANCE PREPARATION FOR AUDIT

The Treasurer/Bookkeeper should ensure that the following documentation for the year being audited, is available and assembled for the auditors:

- Copy of most recent prior audit including Internal Control Checklist and comments from Oversight and Audit Committee if applicable
- Copy of parochial report
- Copy of approved budget
- Copy of approved housing allowance resolution
- Copy of all vestry minutes for the year and any minutes for other groups authorized to disburse monies
- Copy of annual finance reports for the church, including those from all church organizations
- Treasurer's monthly reports to the vestry
- Cash receipts and disbursement records and general ledger for all accounts
- Bank statements, savings account statements and investment reports for all accounts being audited with applicable reconciliation, including the first month of the next year
- Check stubs and processed checks, including voided checks
- Payroll forms W-2, W-3, 1099, 1096 and state and federal withholding payment records
- List of authorized signatures for all cash accounts
- Record of pledges and payments
- Record of plate collections and other cash receipts, including record of corresponding deposits
- Paid invoices, vouchers or other backup for expenditures
- If there is a Butterfield Loan, provide a copy of the loan payment schedule and year-end balance
- Details of any significant receivables or payables as of end of year.