Audit Certification Form*

Date: ________________

To: The Rector, Wardens and Vestry of __________ Episcopal Church in __________  
(Church Name) (Town)

Re: Financial Audit for the year: __________

We have reviewed the financial statements resulting from financial transactions of  
______________ Episcopal Church as of December 31st, __________.

Our review was made in accordance with audit guidelines issued by the Diocese of Vermont  
and The Episcopal Church and other procedures deemed appropriate by the Audit Committee  
of this church.

Our objective was to assure that the accompanying financial statements present fairly, in all  
material respects, except as noted below or in the attached Memoranda of Findings, the  
financial position and results of its operations of this church at December 31, __________,  
in accordance with accounting principles endorsed by the General Convention of the Episcopal  
Church on a consistent basis.  
(Note exceptions and comments here, if any, or note a Memoranda of Findings is attached):

_________________________________________________________________________________

We have also reviewed the policies, procedures, and practices for internal financial control of  
the business affairs of ________________ Episcopal Church. Our inspection of this church’s  
internal controls has found that they are in compliance with the procedures identified in the  
Manual for Audit Committees of Vermont Churches, except as noted.

Our examination and report is not and is not meant to be construed as an audit and opinion  
rendered by a Certified Public Accountant.

Members of the Audit Committee:

Name: ___________________ Signature: ___________________ Date: __________

Name: ___________________ Signature: ___________________ Date: __________

Name: ___________________ Signature: ___________________ Date: __________

Reviewed and Accepted by the Vestry: ___________________ Date: __________

Clerk or Presiding Officer

*This form is a sample. You may use it or one similar to it, should be used as the Audit  
Committee report to the Vestry.