

Parish _____

BASIC RECORDS FOR AUDIT
(To accompany the Certificate of Audit)

The Treasurer will make available the following records:		Record Provided
1.	Vestry minutes	_____
2.	Insurance policies	_____
3.	Cash Receipts and Disbursement records (or equivalent computer printout including ledgers)	_____
4.	The Treasurer's statement to accompany the Parochial Report	_____
5.	Check registers for the year; canceled checks, bank statements, and reconciliations for every account held in name of the Parish and/or parish organization	_____
6.	File of paid invoices	_____
7.	Weekly record of cash receipts (Sunday count sheets)	_____
8.	Deposit slips and/or receipts	_____
9.	Record of endowment, memorial and investment funds transactions, if any	_____
10.	Savings account(s)	_____
11.	Copy of year-end Treasurer's Report to the Annual parish Meeting.	_____
12.	Record of pledged amounts and payments	_____
13.	The Episcopal Church Parochial Report	_____
14.	The Statement of Internal Control	_____
15.	Trust, Endowment and Invested Funds Report Form	_____

Note: If any of the above records are missing, they should be so listed.