

STATEMENT OF INTERNAL CONTROL

The Treasurer must answer in writing the following:

1. Who is authorized to sign checks?

NAME	POSITION	ACCOUNT NAME/NO.
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2. Who counts the Sunday Offering? (Vestry and/or names individuals)

When is the Sunday Offering counted? _____

When is the deposit made _____

Do the counters sign counter sheet? _____

Is the Treasurer excluded from processing
the counting sheets and signing? _____

3. How are expenditures authorized?

4. Are all expenditures made by check? (List exceptions, if any)

5. Does the Church have a safe deposit box? Yes___ No___
If no, where are valuable papers secured? (deeds, trusts, wills, etc.)

6. Is a full and complete accounting of all funds (including savings, memorial, investment and endowments) made in the Annual Parochial Report? If no, explain.

Yes___ No___

7. Are all Trust, Endowment and Invested Funds deposited with a Federal or State Bank, the DIT or other depository as approved by the Finance Commission. If no, explain:

Yes___ No___

8. Were any new Trust and Permanent Funds received or any existing funds surrendered during the year? If yes, explain:

Yes___ No___

9. Is a list of unpaid bills and loan balances due prepared at year-end?
Yes ___ No ___
10. Are statements sent to each pledging unit?
Yes ___ No ___
If yes, with what frequency _____
11. Do the pledge statements include payments made for special gifts and donations to memorials, etc.
Yes ___ No ___
12. Do the pledge statements exclude gifts acknowledged by Diocesan or National levels (e.g., Episcopal Charities, etc.)?
Yes ___ No ___
13. Are all bank accounts reconciled monthly? Yes ___ No ___
If yes, by whom _____
If no, why not _____
14. Have you provided the Diocese with your completed and updated Trust, Endowment and Invested Funds Report Form? Yes ___ No ___
16. Are the figures reported on the Trust, Endowment and Invested Funds Report Form in agreement with the year-end statement? Yes ___ No ___
17. Has the Senior Warden, or other appropriate person, been reminded to conduct a confidential audit of the discretionary fund maintained by the Rector, Vicar or Priest-In-Charge? Yes ___ No ___

Signature of Treasurer