

Part One: Financial Review Checklist

Date of this review _____ Period covered by this review _____

Materials needed:

- Previous year's Audit report and procedures
- ELCA Congregational Audit Guide
- All treasurer's reports for current fiscal year (Binder with these reports located _____)
- All bank statements for current fiscal year (Binder with these reports located _____)
- All checks, deposit slips, receipts, invoices and all other record keeping materials (checks may be accessed on bank website)
- Register listing all checks written and all deposits made (located _____)
- All expense reimbursement requests
- All credit card statements for any open accounts maintained by the Congregation
- Minutes of all Council meetings and all legally-called regular and special meetings of this congregation for the year under review

Treasurer's Reports (If answer is No to any of the following questions, Explain on back of page)

1. Did treasurer prepare a detailed, written report for each month(s) being reviewed? Yes/No
2. Did the ending bank balance on each report match the beginning balance on next report? Yes/No

Bank Reconciliation

1. Did the balance on the monthly treasurer's reports agree with the balance on bank statements? Yes/No
2. At time of the review, had all checks cleared the bank? Yes/No
3. If all checks have not cleared, then document reason for delay.
4. Was the monthly bank statement reviewed and signed by non-signer on the account? Yes/No

Examination of Books and Records (If answer is No to any of the following questions, Explain on back of page)

Randomly select 2 or more months to verify cash receipts, deposits and do a full reconciliation for those months.

Randomly select 10 or more purchase orders and vendor payments to verify for accuracy

1. Were all the checks imprinted with sequential numbers? Yes/No
2. Are all the checks accounted for – including any voided checks? Yes/No
3. Were all the checks signed by the appropriate officers, two signatures when above \$_____? Yes/No
4. Did two or more people always count the funds and sign the counting sheet? Yes/No
5. Were there proper invoices or receipts for all expenditures? Yes/No
6. Do the canceled checks and deposits on the bank statement agree with register entries? Yes/No
7. Were the books and records legible? Yes/No

Disbursement Documentation and Process Controls (If the answer is Yes to any of the following items, explain on back of page)

1. Were there any payments to vendors for services or equipment without invoices? Yes/No
2. Were any checks written to an individual for the reimbursement of an expense without a receipt? Yes/No
3. Were there any checks written for/to “Cash”? Yes/No
4. Were there questions that could not be answered by an examination of the books and records? Yes/No.
5. Were there any blank checks found signed in advance? Yes/No

Part Two: Income Receipting and Reconciliation

Randomly select 10 offerings from the balance of the year and match the deposit tickets for these offerings to the bank statements.

Select 2 or more major activities for further review, and trace income generated to any documentation for the activities.