

**AUDIT REPORT FOR CHARGE CONFERENCE**

**CHURCH** \_\_\_\_\_

**YEAR** \_\_\_\_\_

Please research and answer the following questions in the blank provided or attach an additional sheet to the report.

**CHECKS**

1. Do all checks have an accompanying check stub? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Does the accompanying check stub match the information on the check? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Does the check have an accompanying check voucher? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Does the information on the check match that of the voucher? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Are the vouchers signed by authorized personnel? Yes\_\_\_\_\_ No\_\_\_\_\_
6. Are the checks signed by authorized personnel? Yes\_\_\_\_\_ No\_\_\_\_\_
7. Is the check book up to date with current balances? Yes\_\_\_\_\_ No\_\_\_\_\_
8. Are the bank statements readily available? Yes\_\_\_\_\_ No\_\_\_\_\_
9. Are the bank statements reconciled monthly? Yes\_\_\_\_\_ No\_\_\_\_\_
10. Are there any major discrepancies, as a result of this audit? Yes\_\_\_\_\_ No\_\_\_\_\_

**DEPOSITS**

1. Are all deposits recorded in the check book? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Are all deposits recorded separately according to each individual deposit? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Are authorized counting reports attached to the necessary deposits?  
(Each Sunday offering should be accompanied by a Sunday Offering Report) Yes\_\_\_\_\_ No\_\_\_\_\_
4. Does the deposit receipt match the actual deposit? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Are the auditors satisfied that all monies received by this establishment were deposited in their entirety and according to procedures specified by the Committee on Finance. Yes\_\_\_\_\_ No\_\_\_\_\_
6. Were there any discrepancies found in the deposits? Yes\_\_\_\_\_ No\_\_\_\_\_

(OVER)

**SAVINGS ACCOUNTS**

- 1. Area all transactions regarding the savings accounts posted? Yes\_\_\_\_\_ No\_\_\_\_\_
- 2. Are all bank statements readily available? Yes\_\_\_\_\_ No\_\_\_\_\_
- 3. Does there appear to be any discrepancies concerning the savings accounts? Yes\_\_\_\_\_ No\_\_\_\_\_

**SPECIAL ACCOUNTS**

- 1. Are the records from any special accounts readily available? Yes\_\_\_\_\_ No\_\_\_\_\_
- 2. Are all deposits and expenditures listed in an orderly fashion? Yes\_\_\_\_\_ No\_\_\_\_\_
- 3. Do these amounts match that of the latest bank statement? Yes\_\_\_\_\_ No\_\_\_\_\_
- 4. Were there any discrepancies found concerning special accounts? Yes\_\_\_\_\_ No\_\_\_\_\_

**SUMMARY**

- 1. All financial records were readily available to us. Yes\_\_\_\_\_ No\_\_\_\_\_
- 2. All financial records were found in neat and orderly fashion. Yes\_\_\_\_\_ No\_\_\_\_\_
- 3. There were 1) no discrepancies, 2) few discrepancies, 3) several discrepancies, 4) many discrepancies found during the audit. 1)\_\_\_\_\_ 2)\_\_\_\_\_ 3)\_\_\_\_\_ 4)\_\_\_\_\_
- 4. Financial records are being kept according to the guidelines set by the Committee on Finance. Yes\_\_\_\_\_ No\_\_\_\_\_
- 5. In the auditors opinions, the financial records are being kept according to the following scale: Excellent\_\_\_\_\_ Good\_\_\_\_\_ Fair\_\_\_\_\_ Poor\_\_\_\_\_

**RECOMMENDATION**

Please check one according to the finding of this audit.

- 1. \_\_\_\_\_ We, the auditors, are satisfied that the financial records are being kept in a manner acceptable to the requirements of the Committee on Finance.
- 2. \_\_\_\_\_ We, the auditors, are not satisfied with the manner in which the financial records are being kept \_\_\_\_\_ and recommend a follow audit in order to remedy errors and discrepancies.

SIGNED:

\_\_\_\_\_, Auditor for the Committee on Finance  
\_\_\_\_\_, Auditor for the Committee on Finance  
\_\_\_\_\_, Auditor for the Committee on Finance

Date: \_\_\_\_\_