

Revision Date - November 13/97
Committee - Diocesan Council
Source - Administration & Finance

CHECKLIST FOR AUDITORS OF CHURCH AND PARISH ACCOUNTS

Diocese of Nova Scotia & Prince Edward Island

Please return one copy of this form no later than March 31st, to be placed with your audited financial Parochial Returns and indicate with a "check mark" that all items have been completed and there have been no areas of concern.

EXPENDITURES:

- ___ 1. All cheques are to be in numerical order, and no cheques are missing.
- ___ 2. All cheques have two signatures.
- ___ 3. Verify the signing authorities for the Parish, Church or Church Organization are two of four: Treasurer, Secretary, Wardens. The Rector cannot be a signing authority. A husband and wife, or a parent and child, cannot both be a signing authority on the same cheque. If a relationship exists between the signing officers, Revenue Canada deems this to be one signing officer and not two. Also, if a cheque is made payable to a signing officer that signing officer or any member of his or her family cannot counter sign the cheque.
- ___ 4. For any cheque made payable to a signing officer there must be approval by Parish Council.
- ___ 5. Verify the amount of the cheques to the invoices being paid.
- ___ 6. From the bank statements verify that no cash withdrawals have taken place.
- ___ 7. The only non cash debit transactions are bank charges.
- ___ 8. Verify that no presigned blank cheques are on hand with the Treasurer.
- ___ 9. Verify that a bank reconciliation has been done for each month.

REVENUES

- ___ 1. The Vestry Book should have all the offerings listed and signed by two people, unrelated to each other, who have counted the collections.
- ___ 2. The deposits from the bank statements must match the vestry book entry.
- ___ 3. Verify that deposits are being made weekly, from the bank statement.
- ___ 4. Total the yearly tax receipts issued to determine that they are within reason of the actual money collected.
- ___ 5. Determine that any Parish investments are in the name of the Parish.

