

## Items Needed for Audit

The following items need to be available in order to complete the audit:

1. Vestry minutes from November of year prior to year of audit to February of current year
2. Approved budget for fiscal year being auditing
3. Balance Sheet as of 12/31 of fiscal year being audited
4. Financial Report as of 12/31 of fiscal year being audited as presented at the annual meeting
5. Parochial Report for fiscal year being audited
6. Insurance records including video or listing of insured assets
7. All Bank statements from December of year prior to year of audit to January of current year & passbook savings accounts, along with their monthly reconciliations
8. Investment statements from December of year prior to year of audit to January of current year
9. Any restricted gift documents
10. Copy of approved signers card or authorization form from the bank and investment firms for all accounts
11. All invoices paid/dated within fiscal year being audited
12. All mileage reimbursement documentation.
13. All payroll records along with the payroll tax records submitted to taxing authorities
14. Copies of pledge statements issued to contributors as requested by auditors
15. Rector's pension computation
16. All income records (ie. pledges, donations, etc.)
17. At least one copy of this workbook
18. Any additional documents needed to complete the audit such as mortgages, loans, lease agreements, trusts, service agreements, etc.