Audit Committee Request form

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Name & City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Names and email addresses:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please provide at least two names) - May not be the treasurer, priest or their family members. The two committee members may not be related to each other unless there is a third person on the committee.**

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as needed)

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as desired)

See the guidelines below for further clarification:

**Audit Guidelines as set forth by the Finance Department and Diocesan Council:**

1. Committee audits are allowed for congregations with fewer than 300 adult communicants (as reported on their parochial report for the year being audited).
2. It is recommended that churches with adult communicants over 300 have their books audited by an independent, accounting professional. The independent person may use the diocesan audit forms and internal controls forms available on the website.
3. The Finance Department needs to approve the committee that will perform the audit **PRIOR TO BEGINNING THE AUDIT**. Committee names should be submitted by April 15 each year.
4. Audit committee members who perform church audits should attend the diocesan audit training (unless they are accountants or have prior audit experience).
5. Requests for assistance by the Diocesan Audit team need to be submitted by **April 15**. If possible, there should be one member from the congregation to help the audit team member(s) with the audit.
6. If the committee members originally approved by the Finance Department are not able to perform the audit, the replacement members need to be approved by Finance as well.
7. The committee must be made up of at **least two** people. If the two people on the committee are related to each other, there must be a third person on the committee.
8. The treasurer or assistant treasurer for the year being audited **MAY NOT** perform the audit, nor should the current treasurer or priest. If a treasurer resigns mid-year, an audit should be conducted forthe time period prior to resignation*.*
9. Family members of the treasurer or priest may not audit the books.
10. It is not recommended that vestry members who served during the year being audited audit the books.