Agreed-Upon Procedures:

**Pre-Review Preparation:**

* Complete pre-review questionnaire
* Obtain check register for year being reviewed.
	+ Suggestion, for records on QuickBooks:
		- Go to accountant or accounting tab in QuickBooks
		- Locate Chart of Accounts, Left Click
		- Locate relevant bank account, Highlight and Right Click
		- On the bottom of Pop-Up Menu, Select Quick Report, Left Click
		- On Top of Page, Change Dates From 1/1/2022 To 12/31/2022
		- On the Down Arrow of Print Tab, Highlight Save as PDF,
		- Save to Computer
* Obtain bank reconciliation and bank statement as of 12/31/2022. Make sure ending balances of bank reconciliation and bank statement match. Investigate and document any discrepancies.
	+ Scan for any outstanding items over 90 days. Inquire why items remain outstanding and if any follow-up occurred. Consider advising to cancel and/or void transactions.
	+ Are bank reconciliations performed by someone other than person that requests, approves, processes, and records transactions? Does someone review/approve completed reconciliation?
	+ Is status of bank reconciliations reported to Vestry regularly?

**Cash Receipts:**

* Usually, select Easter Sunday and Christmas to review.
	+ Obtain supporting documentation (count sheets, copies of checks, deposit slips, etc).
	+ Review documentation, determine that all documentation is accurate, correct and recorded.
		- Do counters initial/sign-off after count
	+ Review donation acknowledgement process. Under IRS Publication 1771, Charitable Contributions-Substantiation and Disclosure Requirements, donors must have a written acknowledgement from church before donors can claim a charitable contribution on their tax return.
		- For donations $250.00 and over, trace to contribution acknowledgement letter.
			* Name of Church
			* Name of Donor
			* Amount
			* Statement similar to “any goods or services provided consist solely of intangible religious benefits”
	+ Based on IRS requirements, it is helpful if churches list donations separately with a accumulated total for the year.
* Scan cash receipts for other sample to select (E.G., rental income, large donation, etc.)
	+ Review documentation for accuracy, correctness, and recordation. If receipt is determined to be designated, trace receipt to appropriate handling.
* Trace collection to recording into accounting records (E.G., QuikBooks), and bank statements. If amounts do not match, investigate reason. Is explanation reasonable.
* Note separation of duty issues, if applicable.

**Cash Disbursements:**

* Scan cash disbursements for expenses to church management, supply clergy, large expenditures, construction, contracts, reimbursements, etc
* Select sample disbursements to review, depending on number of transactions and variety, 15 – 20 transactions.
* Review documentation for requestor information, description, purpose, initials/sign-off, approval initials/sign-off, paid information.
	+ Read documentation for appropriateness to church.
	+ If possible, review cancelled check (for authorized signers and endorsement), and entry in bank statement.
* For contracts, construction, and large expenditures, review Vestry authorization.

**Year-End Account Balances:**

* Scan for unusual account balances at year end (negative balances, high balances in accounts payable, accounts receivable). Obtain explanation, assess reasonableness.
* Compare budget to actual balances. Obtain explanation for any unusual or balances that greatly differ between budget and actual, assess reasonableness.

**Compensation Reporting:**

* Review Forms W-2 and W-4 issued. Compare with payment for services from individuals (especially groundskeeping, custodial, and musical with ties with church). See below.
* Review Forms 1099 and 1096 issued. Compare with payment for services from individuals (especially groundskeeping, custodial, and musical with ties with church). See above.
* For churches that allocated vicar and/or supply clergy compensation to housing allowance, review Vestry minutes for authorization.