

Cash Disbursements

1. Who is responsible for writing checks?
2. List the names of the authorized check signers and the dates when they were authorized to sign (if the whole year, write the year). Add more lines or use another sheet of paper if needed.

Name of authorized check signers	Dates Authorized

3. How many signatures are required on checks?
4. Is the check register manual or computerized?

Manual-how is register prepared	Computerized-which software

5. Were there any transfers of funds between bank accounts? If so:
 - a. How is the money transferred? (check written, online, etc)
 - b. Who approves the transfer?
 - c. How is it approved?
6. Who is responsible for recording disbursements in the accounting system?
7. Who mails disbursements?
8. Are the following on the invoices after checks are written?
 - a. Stamped or writtend PAID with
 - b. Date of payment and
 - c. Check number
9. Are check request forms used? If yes
 - a. For what types of disbursements?
 - b. Are they signed/stamped "approved" before payment is made?
 - c. Who has authorization to approve disbursements?
10. If check request forms are not used, is an approval signature or initial required on invoices or other supporting documentation before payment is made?

Cash Balances

1. Who receives and opens bank statements?
 - a. Do they have access to the accounting system?
2. Who performs the bank reconciliation?
 - a. Do they have access to the accounting system?
3. How often is the bank reconciliation performed?
4. Does anyone review the bank reconciliation and/or cancelled checks? If yes,
 - a. Who performs the review and when is the review done?
 - b. Does this person sign the statement to indicate a review was done?
 - c. Does this person have access to the accounting system?

Financial Statements

1. Who prepares the financial statements?
2. Are the financial statements reviewed throughout the year? If yes,
 - a. Who reviews the financial statements?
 - b. How often do they review the financial statements
3. Are the financial statements prepared using accounting software (Excel is not accounting software)? If yes, which software?
4. If you do not use an accounting software, please explain your process.
 - a. For example, how do the numbers flow from your check register to the financial statements?
 - b. Do you prepare a monthly schedule to keep track of your financial statement accounts?
5. List the people who have access to the accounting records and their level of access

Name	Level of access
Ex. Jane Doe	Ex. All access
Ex. Janice Doe	Ex. Read only

6. Were there any receivables and/or payables with related parties or employees as of year-end, for example, loans? This does not include normal payroll/reimbursements.

Construction and Repair Contracts

1. Did you have any construction or repair contracts that met any of the following.
 - a. Electrical work
 - b. Work involving ladders, such as painting or roofing
 - c. Cost of \$50,000 or higher

Endowment/Restricted/Designated Funds

1. Were any designated funds established during the year? If yes, do you have documentation for
 - a. The type of fund (i.e. Endowment, Restricted or Designated)
 - b. What the fund can be used for
 - c. Vestry/Bishop's committee approval for the establishment of the fund
2. Were there any withdrawals from funds during the year?
3. Please complete Schedule of Funds excel spreadsheet

Alms Fund

4. Does the church have an Alms Fund that is separate from the operating/general account? If yes,
 - a. What is the name and Federal ID number used for the account?
 - b. How often is the account reconciled?
 - c. Who reconciles the account?
 - d. When was the last audit of the Alms Fund?
 - e. Who performed the audit?
 - f. How are Alms disbursements processed?
 - g. What are the procedures/policy for disbursements?

Tax reporting

1. Who do you use for your payroll?
2. Who prepares the W-2 and W-3 forms?
3. When were the W-2 and W-3 forms filed?
4. Who reviews the W-2 and W-3 forms?
5. When are the W-2 and W-3 forms reviewed?
6. Who prepares the 1099-MISC and 1096 forms?
7. When were the 1099-MISC and 1096 forms filed?

Budget Preparation

1. Who prepares the budget?
2. What process is taken when preparing the budget?
3. Does the vestry/Bishop's committee approve the budget?

4. Is the budget compared to actual income and expenses during the year? If yes, by whom and how often?

Pledge records

1. What software is used to maintain pledge records?

Items to have readily available to the reviewer

1. Count sheets
2. Deposit slips/receipts
3. Bank Statements
4. General Ledger
5. Donor records of individuals
6. Year-end statements to the donors
7. Check register
8. Monthly financial statements
9. Documentation of disbursements
 - a. Invoice and/or check request form
 - b. Cancelled checks
10. Monthly bank reconciliations for previous year and first three months of the current year
11. The previous year's year-end financial statements and the year prior (i.e. last two years)
12. The previous year's budget if a comparison between budget and actual is not already part of the financial statements
13. Construction and repair contracts that meet criteria outlined above
14. Newly created funds documentation
15. General excise tax returns if applicable
16. Payroll federal Form 941
17. Hawaii state withholding and unemployment filings
18. Form 1099-MISC if applicable
19. Vestry/Bishop's committee meeting minutes