

CASH BALANCES, INVESTMENTS & INCOME (CONTINUED)

✓ = Yes

✓ = See
Comments

- | | | |
|---|--------------------------|--------------------------|
| 18. Examine year-end statements of any invested funds. Are all investments properly recorded on the books? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Were any restricted gifts received during the year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Has the congregation respected donor restrictions on all current and past gifts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Review procedures and control of plate collections, other cash receipts and deposits. Do these systems provide adequate controls? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Are contribution statements sent out at least quarterly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do contribution statements show the pledge balance? | <input type="checkbox"/> | <input type="checkbox"/> |

CASH DISBURSEMENTS

- | | | |
|--|--------------------------|--------------------------|
| 24. Did you receive a list of authorized signatories for each account? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Examine a selection of disbursements. | | |
| 26. Are there invoices (not statements) for disbursements? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are there authorizations for disbursements? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do checks have the specified number of authorized signatures? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the accounting system used adequate and properly maintained? | <input type="checkbox"/> | <input type="checkbox"/> |

LIABILITIES

- | | | |
|--|--------------------------|--------------------------|
| Are clergy and lay pension payments calculated correctly and up to date? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Is payment of the diocesan Apportioned Share current? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are any diocesan loans current? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are utility and insurance payments current? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Are any mortgage or other loan payments current? | <input type="checkbox"/> | <input type="checkbox"/> |

DISCRETIONARY FUNDS

- | | | |
|--|--------------------------|--------------------------|
| 31. Is the account in the name of the church? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Was the account set up by Vestry resolution? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Is the church's tax ID number used for the account? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Is the discretionary account free of operating fund activity, or if there was operating fund activity in the account, was it included in the Parochial Report? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. If the account was used for personal expenses which the IRS would consider taxable, were these amounts included in the priest's W-2? | <input type="checkbox"/> | <input type="checkbox"/> |

PAYROLL

- | | | |
|---|--------------------------|--------------------------|
| Are workers properly classified as either employees or independent contractors? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Are 1099s issued to independent contractors who made more than \$600? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Do payroll records indicate that filing requirements were met and that withheld taxes & all employer taxes were properly calculated and remitted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Do the salaries authorized in the budget match the amounts that were paid? | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Was all compensation, including any bonus, reported on the W-2? | <input type="checkbox"/> | <input type="checkbox"/> |

PAROCHIAL REPORT

- | | | |
|--|--------------------------|--------------------------|
| 40. Compare the annual report to the Parochial Report. Are all amounts entered on the Parochial Report in accordance with the Parochial Report instructions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. If not, has a revised Parochial Report been prepared and submitted? | <input type="checkbox"/> | <input type="checkbox"/> |

LITIGATION

- | | | |
|---|--------------------------|--------------------------|
| 42. Is there any current or threatened litigation involving the congregation? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

✓ = Yes

✓ = See
Comments

COMMENTS

List here, or in a separate letter, comments about any question above that you could not answer in the affirmative. Please number your comments to correspond to the question you are commenting on.

RECOMMENDATIONS

List here, or in a separate letter, any recommendations about needed improvements in systems or controls. Anything included here should be discussed with the congregation’s leadership.

REQUIRED ACCOMPANYING DOCUMENTS

Alternative Audits should include the following attachments. Please check to indicate that they are present:

- 1. 12/31/2023 Bank Reconciliations for ALL bank accounts belonging to the congregation or its organizations.
- 2. 12/31/2023 Profit and Loss statement.
- 3. 12/31/2023 Balance Sheet

AUDIT COMMITTEE’S CERTIFICATION

We certify:

- 1. that we have performed the procedures outlined above;
- 2. that we have noted all exceptions on this form or in an attached letter;
- 3. that we have included all recommendations on this form or in an attached letter.

Audit Committee members’ names (please print) and signatures

Date

Audit Committee chair’s telephone number

Audit Committee chair’s e-mail address

Please Note that All Completed Worksheets and Supporting Documents Must be Uploaded Using the Form at dioceseny.org/2023audits.

In the event that you are unable to submit using the online form, you may mail your completed audit and attachments to:

Controller's Office, Episcopal Diocese of New York 1047 Amsterdam Avenue New York, NY 10025-1747