



SEVENTH-DAY
ADVENTIST
CHURCH

Northeastern Conference

Office of the Auditor

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Date: 01/01/2020

SAMPLE SDA Church: Treasurer, Pastor, and Clerk (for lecture to the Board)

In compliance with denominational policy and good business practice, the Auditing Department of the Northeastern Conference of Seventh-day Adventists is planning the audit of your church records for the year **January 01, 2019 through January 31, 2020**. The audit / collection of documents for **SAMPLE SDA Church** is scheduled **for day Month date, 2020**. The following items from your records will be needed for the year being audited:

- **Tithe Envelopes with weekly summary and E.giving Reports**
- **Bank Statements for all the church's Accounts including checks' images and reconciliations. Also, Provide the Bank Statements for January 2020**
- **Check stubs.**
- **Disbursements and Checks written report *****
- **Monthly and Yearly Financial Reports *****
- **Church budget *****
- **Funds Request Form documented with dates and paid invoices, and receipts filed in check number or date order (including Card purchases)**
- **Monthly Remittance Reports**
- **List of the Church's Assets *****
- **Contracts with services providers and Capital / Building improvement report (if any)**
- **1099s and W2s. Copy of provider's Tax ID, Insurance, and License information**
- **Minutes for Church Board, Business, and Finance Committee.**
- **2020 Board Members list (physical address, phone numbers, and email address) *****
- **Proof of Risk Management Insurance Payment.**
- **Sample of the Tax deductible receipts given to the Donors at year-end.**

Please make a copy of the items noted with the asterisks for the Auditors to keep if needed.
If you cannot be present, please make arrangement for us to have access to the records.

Thank you for your cooperation in this very important matter and for your service in this field. If you have any questions, please give me a call at (718) 291-8006 Ext. 2218 or 718-564-4269 or email: mvilma@northeastern.org

Cordially,

Randy Vilma

Randy Vilma

Internal Auditor

Northeastern Conference of Seventh Day Adventists

cc: Church Pastor, Church Clerk / Church Board