

Episcopal Diocese of Eastern Oregon Preliminary Audit Report

For the Year Ended December 31, _____

Church Name _____ Location _____

The Canons of the National Church provide (Title 1, Canons 7.1(f) and (g): "All accounts of Parishes, Missions or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Finance Committee, Department of Finance, or other appropriate diocesan authority . . . All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken . . . shall be filed with the Bishop . . . not later than 30 days following the date of such report and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar years."

Our Parish proposes to satisfy the audit requirement for the year ended December 31, _____ by:

1. Engaging an outside Certified Public Accountant or independent Public Accountant _____

Name of Accounting Firm or Auditor: _____

Address of Firm or Auditor: _____

Phone of Firm or Auditor and contact: _____

2. Appointing an audit committee from within the Parish _____

Name of Chairperson of the Committee: _____

Phone of Chairperson: _____ e-mail address _____

Other Committee Members: _____ e-mail address _____

_____ e-mail address _____

3. Other: _____

Enclosed are the following reports for the previous year:

Balance Sheet

Income Statement (comparative to budget)

Treasurer's or other Annual Financial Report to the Parish

We did complete an audit for the previous year and submitted it to the Diocese: Yes _____ No _____

We have a total of _____ employees, part time and full time, including clergy.

We utilize a payroll service Yes _____ or No _____. If yes, name the service: _____

Signed by:

Clergy in charge: _____ Sr. Warden _____