

Audit Records Request Checklist

Please use this checklist as a guide to prepare your records for auditing. Include this checklist along with the records.
Thank you.

Church Name: _____

Date: _____

Monthly Financial Reports (separated by colored paper with most current month on top). Please do not staple reports.

- ☐ Financial Summary Report Monthly
- ☐ Financial Summary Report YTD
- ☐ Transfers/Allocation Report
- ☐ Check Report
- ☐ Deposit Report
- ☐ Contribution Report Detail
- ☐ Weekly Trial Contribution Reports

Monthly Bank Statements with Bank Reconciliation Reports (Please have a folder for each bank account number).

- ☐ Bank Statements Copies with Jewel Bank Reconciliation Report (by month with most current month on top)

Tithe/Offering Envelopes (see attached Procedure for Counting Offering).

- ☐ Weekly Tithe/Offering Envelopes

Paid Out Vouchers

- ☐ Filed by check number sequence (most current check number on top)

Church Data Sheet – Attached

- ☐ Church Data Sheet filled out and signed

Church Board Minutes

- ☐ All Church Board Minutes available for the period requested

Jewel Database

- ☐ Sent via FTP
OR
- ☐ Sent on USB storage device with audit records