

**CENTRAL CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS
AUDITING DEPARTMENT
CHURCH DATA SHEET**

Church Name: _____
Address: _____
City: _____ Zip Code: _____
Telephone: _____ Fax: _____
E-mail Address: _____
Website: _____
Date Organized: _____ Membership: _____
Taxpayer Identification Number: _____ IRS Verification Letter Y / N

Audit Period: _____

Bookkeeping System: Jewel version _____

Bank Account(s) (checking, savings, CD's, etc) & Credit Cards Authorized by Church Board:

List Names of Officers Authorized by the Church Board to Sign on All Bank Accounts:

Petty Cash Account(s) and Authorized Holder(s):

Location of Permanent Financial Records:

Location of Building Plans:

Location of Current (and expired for three years) Contracts (leases, mortgage, etc.):

Y / N – Two or more individuals count the offerings each week.
Y / N – Tax-deductible Contributions are posted in compliance with IRS Publication 526.
Y / N – Monies given directly to Conference Employees are reported to the CCC Payroll Dept.
Y / N – A W9 is obtained before payment is made for services to individuals or businesses.

Number of Church Board Meetings held this audit period: _____
Number of Business Meetings held this audit period: _____

Form Completed By (print name): _____

Signature: _____

Title: _____ **Date:** _____

- Please keep all Data Sheets in the Church Treasurer's Handbook.
- A new Data Sheet must be completed to record changes at least once a year. Interim changes may be recorded by drawing a line through the section that has changed on the old form and only entering the name of the Church and the updated information on the new form.
- Copy of the Data Sheet may be required periodically by the Auditing Department.