

CHURCH AUDIT REPORT

Church Name	Year Audited
Who performed the audit?	

Instructions: A church audit should be conducted annually and give assurance that the financial reports and records are free from significant errors and that internal controls are in place and adequate to protect the personnel and finances. While a church audit need not be conducted by a Certified Public Accountant in most cases, the person performing the audit should not be the one who kept the financial or donor records under audit. Below is a checklist to help a church report the results of their audit.

Audit Procedures Performed	
<i>This is not a comprehensive list but should cover the main areas of concern.</i>	
A. Who was interviewed? (name, position)	1) 2) 3) 4) 5)
Are accounting duties properly segregated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are receipts required for reimbursement/payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the offering secure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a system for tracking designated fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. What committee minutes were reviewed?	1) 2) 3)
Were items in the minutes that need to be verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are financial policies written and up to date?	<input type="checkbox"/> Yes <input type="checkbox"/> Most <input type="checkbox"/> Some <input type="checkbox"/> No
C. What financial reports were reviewed?	1) 2) 3) 4)
Were significant deviations from the budget or the prior year investigated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were bank statements reconciled?	<input type="checkbox"/> Yes <input type="checkbox"/> Most <input type="checkbox"/> Some <input type="checkbox"/> No
Were loans or investment balances verified?	<input type="checkbox"/> Yes <input type="checkbox"/> Most <input type="checkbox"/> Some <input type="checkbox"/> No
D. What records were sampled?	1) 2) 3) 4) 5) 6)
Was support for payments adequate?	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Sometimes <input type="checkbox"/> No
Was support for deposits adequate?	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Sometimes <input type="checkbox"/> No
Does payroll appear to be accurate?	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Sometimes <input type="checkbox"/> No

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Findings & Recommendations

During the audit, if concerns about internal controls or the accuracy of financial reports were raised, document what was found that caused the concern (Finding). The Recommendation is what should or could be done to help mitigate the concern going forward.

Finding 1:

Recommendation 1:

Finding 2:

Recommendation 2:

Finding 3:

Recommendation 3:

Finding 4:

Recommendation 4:

Finding 5:

Recommendation 5:

Conclusion

Check the one that best applies:

- ☐ Financial reports are reliable. Internal controls are in place with little to no concerns.
- ☐ Financial reports are reliable, but there are major concerns with internal controls.
- ☐ Financial reports have significant errors making them unreliable. Internal controls are in place.
- ☐ There are significant concerns about the reliability of financial reports and the internal controls

Signature

Date