

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

1099 Statements

- Filed by Recipient

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/Check Vouchers

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

Church Board Minutes

- All Church Board Minutes available for the period requested

Church Data Sheet

- Church Data Sheet

Jewel Database

- Sent on USB storage device with audit records