

**Northern California Conference of Seventh-day Adventists  
Auditing Department  
Church Data Sheet**

Church Name: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Treasurer Address: \_\_\_\_\_  
Treasurer Home Phone: \_\_\_\_\_  
Treasurer Cell Phone: \_\_\_\_\_  
Treasurer E-mail Address: \_\_\_\_\_

Accounting Software Used: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

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

List Names of Board Authorized Signors on all Bank Accounts:  
\_\_\_\_\_  
\_\_\_\_\_

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

Location of Permanent Financial Records:  
\_\_\_\_\_

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

Location of Current and Past Employment Agreements:  
\_\_\_\_\_

**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 must be faxed to the NCC Auditing Department – Fax number: 888-548-5849