

ANNUAL AUDIT CHECKLIST/WORKSHEET

Audit year: _____
(Audit is performed in the first quarter)

Items to be addressed:

1. Verification of signatures and endorsements on checks.
2. Reconcile the final statement to the checkbook.

a. Beginning Balance:	01- 01- 0	_____			
b. Ending Checkbook Balance:	12- 31- 0	_____			
c. Bank Balance		_____			
d. Outstanding Deposits		_____	[+	_____
e. Outstanding Checks		_____		-	_____
f. Outstanding WC withdrawals		_____		-	_____
g. Formula: {c + d - e - f = b}		_____			

3. Match a random selection of receipts to disbursements.
4. Verify the WC Investment Pool, money market, CD and savings accounts.
Check the posting of income or loss.

Beginning Balance	_____	_____	_____	_____
Ending Balance	_____	_____	_____	_____
Income or <Loss>	_____	_____	_____	_____

5. Verify a random selection of offering envelopes to weekly/monthly journal entries. Look at one week per quarter.
6. Match total contribution to the deposit slip to the bank statement.
7. Verify World Church contributions to bank debits from the World Church.
8. Verify a selection of budget items to actual expenses to those line items.

Total Proposed Budget	_____
Total Year's Expenses	_____

If there is a line item that is over budget, check to see if there is a satisfactory explanation for the disbursements.

9. Review the congregational conference minutes to make sure the wishes of the congregation have been honored in the budget.

Auditors must decide on a reasonable number of items to verify. **Every entry does not need verification.**
(Revised 12/12/02)