

CONGREGATIONAL AUDIT GUIDE

The following procedures represent a minimum audit program for use by the Audit Committee of the average Moravian Congregation. It should be stressed that this is a minimum program and that it is up to each individual Audit Committee to determine whether additional procedures are needed.

1. Cash in the bank as shown on the books should be reconciled to the December 31 bank statement.
2. It should be determined if the bank statements have been reconciled each month during the year and at least one of the reconciliations should be proved by the Audit Committee.
3. Determine on a selected test basis if expenditures have been properly approved prior to payment and if invoices, statements, etc. are kept to support expenditures. Such supporting evidence should be examined on a test basis.
4. Expenditures should be compared to the budget. It should be determined if the Board of Trustees or Church Board has approved any expenditures that exceed the budget or the expenditure of any non-budgeted item.
5. Cash receipts as recorded on the books should be traced to bank statements on a test basis. Determine if deposits are made on a timely basis.
6. Determine that contributions received for designated purposes were expended for such purposes or if unspent, are still segregated for their intended purpose.
7. Add, on a test basis, various columns of the cash receipts journal and the cash disbursements journal.
8. Examine certificates, brokerage statements or other evidence to support any savings accounts or investments reflected on the books. Deposits and withdrawals should be traced to account statements as well as interest earned. It should be determined if all withdrawals have been properly authorized.
9. Account for the numerical sequence of checks used during the year and examine all voided checks.
10. Investigate the circumstances surrounding any check made payable to cash and to staff.
11. If the Treasurer prepares the standard financial report, the amounts on this report should be compared to the books.

Report of the Congregational Audit Committee

We have audited the recorded cash receipts and disbursements of _____ Moravian Church for the year ended December 31, 2021. We planned and performed our audit so as to obtain reasonable assurance that the records, and the financial statements prepared there from, are free of material misstatement. We examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the accompanying statements of cash receipts and disbursements and cash balance and special fund balances present fairly the financial condition of the general and special funds of _____ Moravian Church at December 31, 2021 on a cash basis and the recorded cash receipts and disbursements of its general fund for the year then ended.

The following are discrepancies discovered in our audit:

Signed:

DATE _____

