MCSP Congregational Audit Guide
This guide outlines the minimum audit procedures recommended for the Audit Committee of a typical Moravian Congregation. Each Audit Committee should assess if additional procedures are necessary.

Audit Procedures

1. **Bank Reconciliation**
    - Reconcile the cash balance on the books with the December 31 bank statement.
    - Confirm that bank statements were reconciled monthly throughout the year. Verify at least one reconciliation.
2. **Expense Verification**
    - Test a sample of expenses to ensure they were properly approved before payment.
    - Review supporting documents (e.g., invoices, statements) for these expenses.
3. **Budget Comparison**
    - Compare expenses to the budget.
    - Verify that the Board of Trustees or Church Board approved any expenses exceeding the budget or any non-budgeted expenses.
4. **Cash Receipts**
    - Trace recorded cash receipts to bank statements on a test basis.
    - Confirm that deposits were made promptly.
5. **Designated Contributions**
    - Ensure contributions designated for specific purposes were used accordingly.
    - Verify that unspent designated funds are still reserved for their intended purpose.
6. **Journal Verification**
    - Test the accuracy of calculations in the cash receipts journal and cash disbursements journal.
7. **Savings and Investments**
    - Examine certificates, brokerage statements, or other documents supporting savings accounts or investments.
    - Trace deposits, withdrawals, and interest earned to account statements.
    - Confirm that all withdrawals were properly authorized.
8. **Check Review**
    - Verify the numerical sequence of checks used during the year.
    - Examine all voided checks.
    - Investigate any checks made payable to cash or to staff members.
9. **Financial Report Verification**
    - If the Treasurer prepares a standard financial report, compare the amounts on the report to the books.
