March 2, 2023

To: Treasurers and Trustee Chairs/Vice Chairs

RE: Church Audit

Dear Brothers and Sisters:

It is a requirement that each year the Church Board appoint a committee of auditors from the membership of the congregation or an auditor outside the membership to examine, in detail, the accounts of the Treasurer and make a full report to the Church Board and to the Provincial Chief Financial Officer. It is also a requirement that the Church Treasurer submit a full report of all financial transactions to the Church Membership and to the Provincial Chief Financial Officer. The Audit Report Certificate and Statement of Cash Receipts and Disbursements is due to the Provincial Chief Financial Officer no later than **April 15th** following the close of each year**.** This information is used in calculating the Provincial Share. Please note the following policy:

“**Resolved, if the data required (church audit) by the provincial share formula is not delivered by July 31 of any year, prior year data will be used to compute the provincial share. Current data – if received – may be used at the discretion of the PSSB.”**

The Statement of Cash Receipts and Disbursements has been revised this year. Please read the instructions carefully and fill out the form completely. Do not submit prior year forms.

The standard report forms, auditors’ certificate and audit guidelines are enclosed. A copy should be retained for the Church’s records.

Please note that these are suggested guidelines for use by your audit committee. The committee should not be the treasurer or board members. The committee is responsible for determining the extent of its audit procedures.

Please have your Treasurer and Audit Committee complete the enclosed reports and certificate and return a copy to:

Provincial Financial Office

Attn: Robyn Glance

459 South Church Street

Winston-Salem NC 27101

[rglance@mcsp.org](mailto:rglance@mcsp.org)

In the event the Financial Report or Audit Certificate is not filed by the appointed date, the Provincial PEC shall have the authority to require the Chairperson of the Joint Board of the church to call a meeting of the Joint Board, or if necessary, a Church Council to effect compliance immediately.

Please feel free to contact me before you start your audit if you have any questions.

Blessings,

Robyn Glance

Robyn Glance

Chief Financial Officer

Enclosures