

# AUDIT CHECKLIST

- As the date approaches for your next audit here are some things to check on before the year-end cycle
- Dec 30 for the Jan –Jun audit, June 30 for Jul-Dec

When you can check off all the items below you are ready to schedule your next audit

1	<input type="checkbox"/>	Financial training (Sacred Funds) – for Clerks and Bishopric (see link below)
2	<input type="checkbox"/>	6 Financial statements reviewed - 2 signatures and dates on each
3	<input type="checkbox"/>	Paper Expense forms signed and dated
4	<input type="checkbox"/>	Paper Expense Batches organized and filed - 2 signatures and dates on each
5	<input type="checkbox"/>	Paper receipts (or electronic receipts) for all expenses - if lost they need to create one with the details and have their signature
6	<input type="checkbox"/>	Other category has sub-accounts
7	<input type="checkbox"/>	Other category - main account is at 0
8	<input type="checkbox"/>	Other category - subaccounts are all positive (if possible)
9	<input type="checkbox"/>	Missionary account has sub-accounts
10	<input type="checkbox"/>	Missionary account - main account is positive or 0
11	<input type="checkbox"/>	Missionary sub-accounts are all positive (if possible)
12	<input type="checkbox"/>	Last Financial Statement has 0 outstanding cheques (or as few as possible)

<https://www.churchofjesuschrist.org/help/support/record-keeping/finance/overview?lang=eng>