

## **Financial Review Prep List for 2016 Financial Review**

Please have the following available: For Year Ending 12/31/2016

1. Checkbooks
2. All Bank and brokerage statements for December 2015 through and including January 2017
3. Bank reconciliations for 12/31/2015 and 12/31/2016
4. Savings Accounts books
5. Financial Receipts and Disbursements
6. Paid bills file
7. Copy of final 2016 Treasurer's report (reviewer will need to keep the copy of this)
8. 1099's, W-2's, and other tax forms filed in 2016
9. 2016 Vestry and Mission Committee Minutes
10. Parochial Report for 2016
11. Inventory of Property
12. List of assets purchased in 2016
13. List of organizations that have separate checking and/or savings accounts. If they have not been reviewed the auditor will take care of this. This includes ECW, altar guild, ect..
14. List of balances on notes and unpaid bills at the end of 2015. List of balances on notes at beginning of 2016
15. Weekly counters tallies for 2016
16. 2015 and 2016 Budget
17. Copy of Annual Report for 2016 (reviewer will need to keep the copy of this)
18. Discretionary Fund (reports, checkbook, paid bills, bank statements) and any other accounts that ANY organization in the church has.
19. Proof of Vestry/ Mission Committee approval of Clergy Housing Allowance
20. **Last financial review report**
21. Annual Giving Statements (Pledge Sheets)
22. A completed financial review check list (reviewer will go over your completed check list and ask any needed questions)

**If you have any questions please feel free to call or email your financial reviewer. If these items are not available for your scheduled financial review you will need to reschedule and pay the reviewer for time and travel twice.**