

Financial Review Prep List for 2018 Financial Review

Please have the following available: For Year Ending 12/31/2018

1. Checkbooks
2. All Bank and brokerage statements for December 2017 through and including January 2019
3. Bank reconciliations for 12/31/2017 and 12/31/2018
4. Savings Accounts books
5. Financial Receipts and Disbursements
6. Paid bills file
7. Copy of final 2018 Treasurer's report (reviewer will need to keep the copy of this)
8. 1099's, W-2's, and other tax forms filed in 2018
9. 2018 Vestry and Mission Committee Minutes
10. Parochial Report for 2018
11. Inventory of Property
12. List of assets purchased in 2018
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 2017. List of balances on notes at beginning of 2018
15. Weekly counters tallies for 2018
16. 2018 and 2019 Budget
17. Copy of Annual Report for 2018 (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.