

## Financial Review Prep List for 2019 Financial Review

Please have the following available: For Year Ending 12/31/2019

1. Checkbooks
2. All Bank and brokerage statements for December 2018 through and including January 2020
3. Bank reconciliations for 12/31/2018 and 12/31/2019
4. Savings Accounts books
5. Financial Receipts and Disbursements
6. Paid bills file
7. Copy of final 2019 Treasurer's report (reviewer will need to keep the copy of this)
8. 1099's, W-2's, and other tax forms filed in 2019
9. 2019 Vestry and Mission Committee Minutes
10. Parochial Report for 2019
11. Inventory of Property
12. List of assets purchased in 2019
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 2018. List of balances on notes at beginning of 2019
15. Weekly counters tallies for 2019
16. 2019 and 2020 Budget
17. Copy of Annual Report for 2019 (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.**