

Financial Review Prep List for 2020 Financial Review

Please have the following available: For Year Ending 12/31/2020

1. Checkbooks
2. All Bank and brokerage statements for December 2018 through and including January 2020
3. Bank reconciliations for 12/31/2019 and 12/31/2020
4. Savings Accounts books
5. Financial Receipts and Disbursements
6. Paid bills file
7. Copy of final 2020 Treasurer's report (reviewer will need to keep the copy of this)
8. 1099's, W-2's, and other tax forms filed in 2020
9. 2020 Vestry and Mission Committee Minutes
10. Parochial Report for 2020
11. Inventory of Property
12. List of assets purchased in 2020
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, etc.
14. List of balances on notes and unpaid bills at the end of 2019. List of balances on notes at beginning of 2020
15. Weekly counters tallies for 2020
16. 2020 and 2021 Budget
17. Copy of Annual Report for 2020 (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.