

Financial Review Prep List for 2021 Financial Review

Please have the following available: For Year Ending 12/31/2021

1. Checkbooks
2. All Bank and Brokerage statements for December 2020 through and including January 2022
3. Bank reconciliations for 12/31/2020 and 12/31/2021
4. Savings Accounts books
5. Financial Receipts and Disbursements
6. Paid bills file
7. Copy of final 2021 Treasurer's report (reviewer will need to keep the copy of this)
8. 1099's, W-2's, and other tax forms filed in 2021
9. 2021 Vestry and Mission Committee Minutes
10. Parochial Report for 2021
11. Inventory of Property
12. List of assets purchased in 2021
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 2020. List of balances on notes at beginning of 2021
15. Weekly counters tallies for 2021
16. 2021 and 2022 Budget
17. Copy of Annual Report for 2021 (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.