



AUDIT CHECKLIST

To ensure the best possible audit experience, we request the following information:

PLEASE HAVE READY/PROVIDE THE FOLLOWING DOCUMENTS:

- Copies of all Checking, Savings, and Investment bank statements, along with monthly reconciliations for each
- Tithe envelopes grouped by week with **adding tape** and Batch Header
- AdventistGiving deposit detail reports for mid-month and end of month
- Supporting documentation for each check. *(This documentation must be filed in check number sequence)*
- Church Board minutes for all extraordinary expenditures, for opening/closing of bank accounts, and authorizing signatures changes
- Copies of 1099s and 1096 form sent to the IRS *(if applicable)*
- Copy of Lease Agreement and Certificate of Insurance for rental of your church or property *(if applicable)*
- List of church employees and volunteers, along with copies of LiveScan/background check forms for each **(New for 2022 audit year)**
- List of Names and Email Addresses of all Church Board members to receive the Audited Statements. *(You can request hard copies of the Audited Statements for board members that do not have/provide an email address.)*
- Completed and signed enclosed Questionnaire and Representation Letter *(look for this in your audit appointment email/letter)*

IF YOU DO NOT USE JEWEL, PLEASE PROVIDE:

- Conference Remittance Report printouts by year
- A yearly detailed report of all Income and Expenses
- Financial Statements by year

We can assist with these and other audit related items all year round, provide tips and suggestions on making things run smoothly, and are happy to help with Jewel.

CONTACT US:

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