

Request for Diocesan Audit Team to Perform 2020 Audit

Parish Name

Parish City

Contact Information:

Name

City, State, ZIP

Phone

e-mail

Please attach copy of the financial statements to be audited:

2020 Statement of Financial Position (Assets, Liabilities and Net assets)

2020 Statement of Financial Activity (Revenue & Expenses)

By signing below, you agree to the following provisions of the program:

- We agree to be flexible in scheduling the audit to meet the needs of the audit team member assigned to our parish and understand that the schedule could include one or more evenings or a Saturday.
- We agree to provide a member of the staff, treasurer, wardens or vestry member throughout the time scheduled for the audit to answer questions or obtain any requested materials from the files.
- We agree to pay \$300 plus reimbursement for travel expenses to the Diocese for these services within fifteen days of receiving the invoice.
- We agree to have all requested materials available on the day of the audit placed in a workspace, which can be assigned to the audit for its duration.

Name

Title

Date

Return this form no later than March 22, 2021. If your financial statements are not yet available, send the form by the deadline and send the statements later when available. It will aid in our planning process if the form is returned timely.