Sample
Conference

Audit
Preparation
Instructions
Audit Preparation Instructions

For Year Under Audit

Sample Conference

General Conference Auditing Service

Sample Conference

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Step # 1

Place a list of the
Conference Executive Committee and all other committees in the empty vinyl.

Step #2

Place copies of all
Minutes of all Boards and Committees in the empty vinyl.

Also, include copies of minutes that took place after the year end and up to today’s date.

Step #3

Place copies of the December 31 Financial
Statements of all funds, as well as the approved Conference Budget for the year of audit AND subsequent year in the empty vinyl.

Step #4

E-mail or Provide
Trial Balance for Year of Audit.

Step #5

Place a copy of all December 31 and January 31
Bank Statements
and
Bank Reconciliations
for all funds in the empty vinyl.

Also include any other supporting schedules, such as outstanding deposits and checks, as of year end.

Standard forms to confirm account balance information with financial institution are included. Complete them and mail it back to us.

Step #6

Place a copy of all December 31 Investment Statements
in the empty vinyl.

Please include any documentation of supporting investment activity (interest, additions or deletions).

Step #7

Place a copy of the December 31 Accounts Receivable Aging Report
in the empty vinyl.

Step #8

Place a copy of your Notes Receivable Activity Schedule
for all funds in the empty vinyl.

Please include any documentation supporting additions and deletions and interest calculation.
Step #9

Place a copy of the 
Due To/From reconciliation schedule 
in the empty vinyl.
Step #10

Place a copy of all *Inventory Count Sheets* in the empty vinyl.
Step # 11

Place the December 31 Prepaid Expense Schedule in the empty vinyl.
Step #12

Place copies of Other Assets Activity Schedules and supporting documentation regarding other assets in the empty vinyl.

(i.e. Endowments, Trusts, and Annuities, if applicable)
Step # 13

Place a copy of the Summary of Schedule of Fixed Assets and Detailed Fixed Asset Ledger in the empty vinyl.

Also include: Schedule of Additions (and copy of invoices) and Deletions of Fixed Assets, Schedule of Donated Assets, Documentation of Property Insurance Policies.
Step #14

Place a copy of the
December 31 Accounts Payable
Detail Report
and other documentation, including
Vacation Accrual List
Retirement Policy X 45 12 Accrual
Payroll Accrual
IBNR Healthcare Accrual
Agency Fund Activity Report
in the empty vinyl.
Step #15

Place a copy of the December 31 Notes Payable Schedule in the empty vinyl.

Please include any supporting documentation.

Also include documentation for any new Leases.
Step #16

Prepare a Schedule of Temporarily Restricted Net Assets in the empty vinyl.

Please include any supporting documentation.
Step #17

Place a copy of the Payroll Reconciliation Schedule between the Payroll Ledger and General Ledger* in the empty vinyl.

Place a copy of your Parsonage Exclusion Listing. Include copy of the minutes where shows approval for those eligible for this exclusion.

Also place a list of any New Hires during the year of audit in the empty vinyl.

*Place a copy also.
Step #18

Place a copy of documentation of Retirement or Termination Settlements in the empty vinyl.
Step #19

Place a copy of your December 31 Remittance Report, Church Remittance Reconciliation, Church Listing in the empty vinyl.
Step #20

Provide us with documentation on how you calculate ERI Rates.

Also, provide us with any Inter-division Travel Requests.