



Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

Congregational Auditor Position Expectations

General Description

The Congregational Auditor is normally a member of the congregation who is familiar with good accounting practices and *not the Congregational Financial Officer (CFO), not the pastor, and not related to the CFO*. Each year, the Auditor reviews the books of the CFO and reports their opinion on the accuracy and completeness of the financial records to the congregation. If the congregation is unable to select an appropriate Auditor, the Mission Center Financial Officer (MCFO) will assist in identifying someone. A copy of the audit statement is sent to the MCFO.

Desired Outcomes

The desired outcome of the audit is for the Auditor to add a statement to the annual financial report similar to the following: "I reviewed the income and expense entries and the account balances of the (year) financial records for (Name) Congregation, and, to the best of my knowledge and understanding, they accurately reflect the financial activity [except for – (list)]."

Basic Audit Guidelines

1. Reconcile the December 31 bank statement(s) with the booked account balance(s).
2. Reconcile the contributions recorded on the church receipting system [MIS-Shelby] with the bank deposits for the year.
3. Reconcile the "other income" recorded on the congregational financial records with the bank deposits.
4. Spot check the large dollar amount checks and reconcile with the proper congregational line items in the budget.
5. Spot check a few of the large budget line items and reconcile with the record of checks written.
6. Confirm, for at least a 3-4 month period, all checks have appropriate vouchers, receipts, invoices or other documentation.



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Example Financial Report

Example Congregation

Beginning Checkbook Balance, January 1	\$ 5,000
Actual Income:	
Contribution Income	\$10,000
Other Income	<u>\$ 1,000</u>
Total Income	\$11,000
Actual Expenses:	
Administrative Expenses	\$ 700
Worship Materials	\$ 400
Disciple Formation Materials	\$ 600
Youth Activities	\$ 800
Congregational Fellowship	\$ 500
Community Outreach	\$ 800
Utilities and Building Maintenance	\$ 5,000
Insurance	\$ 1,000
Mission Center Allocation	<u>\$ 1,000</u>
Total Expenses	\$10,800
Ending Checkbook Balance, December 31	<u>\$ 5,200</u>
<u>Building Fund:</u>	
Beginning Building Fund Balance, January 1	\$10,000
Actual Building Fund Income	\$ 2,500
Actual Building Fund Expenses	<u>(\$1,000)</u>
Ending Building Fund Balance, December 31	<u>\$11,500</u>
<u>Affiliate Investment Pool:</u>	
Beginning Affiliate Investment Pool Balance, January 1	\$15,000
Actual Investment Earnings	<u>\$ 1,500</u>
Ending Affiliate Investment Pool Balance, December 31	<u>\$16,500</u>