

# MEMO #8

Pensions and Benefits USA

## The Annual Church Audit

by Dan Busby, CPA

### AUDIT GUIDELINES

Church board members have a *long* list of responsibilities. Among these is the responsibility for the money that flows through the church. It's such an important issue, that the *Manual* contains at least three paragraphs about it.

Paragraphs 129.22 and 129.23 touch on keeping accurate records and never letting a single individual have control of the money. These make good common sense. Paragraph 129.24 requires an annual audit of the church's financial records. This is a bit more difficult.

However, an annual audit of the church's records is a must. External audits are performed by an independent auditor who has no impairing relationship to the church and, therefore, can review its data procedures with maximum objectivity. Internal audits generally are performed by church members or by persons closely associated with the church.

#### External audits

The ideal is to have an annual audit performed by independent CPAs. However, only large churches generally can afford this extra expense. External audits of smaller churches often are done on a non-GAAP basis—the statements do not conform to the full accrual method with depreciation recognized. Non-GAAP audits of smaller churches often are acceptable to banks and other agencies that require audited financial statements. (GAAP stands for Generally Accepted Accounting Principles.)

#### Internal audits

Members of the church may form an audit committee to perform an internal audit to determine the validity of the financial statements. (Sample internal audit guidelines for churches follow below.) If the committee takes its task seriously, the result may be significant improvements in internal control and accounting procedures. Too often, the internal audit committee only conducts a cursory review, commends the treasurer for a job well done, and provides the church with a false sense of security.

### CHURCH INTERNAL AUDIT GUIDELINES

#### FINANCIAL STATEMENTS

- Are monthly financial statements prepared on a timely basis and submitted to the church board?

#### Key Concepts

Good accounting records and good stewardship go hand in hand.

Your church is the trustee of the money it receives—handle it carefully.

Tailor meaningful financial statements for your church.

Prepare timely financial reports covering all of your funds—not just the operating fund.

An annual audit—either external or internal—is a must.



#### Idea!

Use this memo as a checklist for your annual audit.

# Baptist Church Audit Guide

**B Lingard**



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