

LIST OF DOCUMENTS REQUIRED FOR THE FINANCIAL REVIEW OF A LOCAL CHURCH

1. BANK STATEMENTS (13 statements)

- Twelve (12) **printed** bank statements covering the period from 1st January to 31st December of the year under review, in addition of the **printed** bank statement of the first month January (1) for the following year. **Total of 13 statements, grouped together, separated from the checks images pages.**

NB: Keep a copy of your January statement for the following year, for next year's financial review!

2. COPIES OF CHECKS

- Double-sided checks images printed and grouped separately, which you receive with the monthly bank statement.

3. PROOF OF DONATIONS (Tithes and Offerings)

- ENVELOPES of tithes and offerings grouped by bank deposit, by month, all grouped separately: each grouping of envelopes justifies a bank deposit.
- **Printed** ADVENTIST GIVING REPORTS (usually 2 per month) grouped separately: each report justifies a bank deposit.
- **Printed** EMAILS of all donations made by Interac e-Transfer (which we do not encouraged), grouped by bank deposit.

4. DEPOSIT SLIPS

- Usually one deposit per week (for each Sabbath) with bank stamp if deposited in person.
- Counting sheet with 2 signatures.
- *If night deposit used, write deposit bag number on deposit slip or tally sheet, or staple together deposit bag number with deposit slip.*

5. SUPPORTING DOCUMENTS (Invoices and receipts)

- **Arranged by check number** (NOT by month or supplier, and definitely NOT in a jumble).
- *Print out the monthly remittance report and use it from now on as a supporting document to be attached to the Conference remittance check.*

6. INVESTMENT(S)

- Confirmation of your investments with an official statement of account.

7. OFFICIAL DONATION RECEIPTS (for personal income tax purposes)

- Copy of the church: **each receipt must be signed.**

8. EXPENDITURE BUDGET for the year

- Copy of church-approved (voted) budget.
- Copy of church committee vote for unforeseen unbudgeted expenses.