

These forms should be used by the examiner as the certificate of audit required by Canon, and sent to the Diocese of Iowa no later than September 1.

Diocese of Iowa
225 37th Street
Des Moines, IA 50312

I have examined the accompanying financial statements of _____ Church,
_____ (City) as of and for the year ended December 31, _____, in
accordance with the standards established by the Episcopal Corporation of the Diocese of Iowa.
All information included in these financial statements is the representation of
_____ Church.

An examination consists principally of inquiries of Church personnel and selected procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Based on my examination, I am not aware of any material modification that should be made to the financial statements.

Examiner's Signature

Examiner's Name (printed)

Street

City, State, Zip

Date

Audit Examination Procedures:

Initials

1. _____ Check receipts from source data to the monthly bank statements
2. _____ Examine all cancelled checks over \$250, and 10% of the remainder at random for signature, endorsement and reasonableness of expenditure.
3. _____ Prove totals of receipts and disbursements by summarization of monthly totals as shown by the bank statements.
4. _____ Review classifications of receipts and disbursements.
5. _____ Reconcile year-end checking account balance to the bank statement balance.
6. _____ Trace and verify all bank savings account passbook entries, and verify year-end balances.
7. _____ Verify bank certificate of deposit transactions and year-end balances.
8. _____ Check all Money Market Fund transactions and verify balances.
9. _____ Examine Trust Fund documentation and verify Parish additions and withdrawals.
10. _____ Verify amounts of liabilities existing as of year-end and check principal and interest transactions.
11. _____ Compile report of all Parish assets and liabilities.
12. _____ Verify financial portion of Parochial Report.
13. _____ Identify relationships that appear to be unusual and obtain explanations for any unusual fluctuations or for any expected fluctuations that did not occur by performing the following procedures:
 - a. Compare the results shown in the financial statements with those shown in the statements for comparable prior period(s).
 - b. Compare the results shown in the financial statements with anticipated results such as budgets or forecasts.
14. _____ Inquire whether gains and losses on disposal of investments and investment income have been recorded.

Please record your findings, comments and recommendations on the other side of this form.

Findings:

Other comments and recommendations: