



Seventh-day Adventist® Church

TEXAS CONFERENCE

TREASURY

ATTACHMENT A

The following must be provided upon our arrival (use the following as a checklist to ensure everything applicable is available):

- ✓ Church Information
 - Federal Tax ID Number (Copy of IRS document)
 - Board and/or finance committee minutes (obtain copies from appropriate individuals if you don't have them)
 - Names of all current Board members and/or Finance Committee members
 - If applicable, rental agreements that the church has entered with members, day care providers, renters, school, etc.
- ✓ Financial Reports and Documents
 - A current copy of a full back up on a flash drive including password (for treasurers using computer programs). If you do not have the means to backup to flash drive, please contact us for alternatives.
 - Tithe envelopes bundled weekly with counting sheet, calculator tape / computer printout and deposit slip (see Bank Information and Documents)
 - For internet contributions, provide bimonthly Adventist Giving transfer reports (organized by month)
 - Weekly offering validation report for each week of offerings
 - Weekly and monthly Contribution Reports
 - Monthly Financial Summary
 - Monthly Deposit Reports
 - Monthly Transfer Reports
 - Report of all checks written. Disbursement vouchers and the corresponding receipts/bills/statements.
 - General ledger (if using manual system)
 - If applicable, all IRS forms 1096/1099's and W-2 filings, I-9, W-4, W-3, and 941's
 - If applicable, building project contracts, bills and supporting documents
 - Supporting documents for expenses of evangelistic campaign funds
 - If applicable, insurance bills paid by all insurers
 - If applicable, Outstanding loan statements (for both amounts borrowed by the church and lent to individuals)
 - If applicable, Credit card statements along with supporting documentation for expenditures
 - All year-end member receipts (on disk is fine) or monthly receipts for treasurers preparing manually
- ✓ Bank Information and Documents
 - List of all financial accounts (checking, savings, CDs, investment, revolving fund, etc.)
 - Bank Statements for every month and each bank account(s) in the auditing period with the bank reconciliation report for each month being used
 - Deposit slips
 - Checkbooks, check stubs/vouchers, if using a manual system
 - Canceled and voided checks in numerical sequence, if available

Texas Conference of Seventh-day Adventists

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