

2024 Financial Reporting Check List

General Reporting Package Information

1. Have the individuals responsible for the episcopal office financial statements read the Audit Guidelines issued by the Episcopal Services Department at GCFA? ____ Yes ____ No
2. Have the Audit Guidelines been provided to the financial statement auditor? ____ Yes ____ No
If either response to 1 or 2 above is "No", please read the Audit Guidelines and provide a copy to the financial statement auditor.
3. Was your Episcopal Office Audit included with a conference audit? ____ Yes ____ No

If Yes, are the Episcopal Office financial balances and results disclosed in the consolidated financial statements? ____ Yes ____ No *(See Appendix A in the JEO/CCEO Audit Guidelines.)*

- a. Conference Name _____
- b. Area Name _____

4. Who is the primary employee contact for meeting your audit responsibility?

- a. Name _____
- b. Position _____
- c. Phone _____
- d. Email _____
- e. Address: _____

5. Was a "report on significant deficiencies or material weaknesses in internal control" letter issued? ____ Yes ____ No If no, be sure that you include a letter stating that one was not issued.
6. If a "report on significant deficiencies or material weaknesses in internal control" was issued, be sure that you include the management responses. These are required whether the responses are included in the "report on significant deficiencies or material weaknesses in internal control" or not.

Are your responses to the "report on significant deficiencies or material weaknesses in internal control" included in this reporting package? ____ Yes ____ No

7. Was a "report on significant deficiencies or material weaknesses in internal control" issued in the previous year? ____ Yes ____ No
 - a. Were the reporting situations corrected in the current year? ____ Yes ____ No
 - b. If yes, submit a statement with corrective measures that are being instituted and the status of those. Also describe the effectiveness of those.

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8. Your auditors may issue a separate document (i.e., either a letter or another document) communicating certain required information to the Board. It is sometimes referred to as a management letter/document. This letter/document **must** be included in your reporting package.
- a. Is your management letter/document enclosed? _____ Yes _____ No

Other Requested Information

1. Was your report prepared using the Modified Cash, Accrual or Cash basis of accounting?

_____ Modified Cash

_____ Accrual

_____ Cash (only an option if the office has no fixed assets)

2. Does the episcopal office own any fixed assets? _____ Yes _____ No

If no, does the related annual conference own the fixed assets used by the episcopal office (e.g., furniture and computers)? _____ Yes _____ No

3. If fixed assets are owned by the episcopal office, was a fixed asset schedule included in the financial statements? _____ Yes _____ No _____ Not applicable *(See Appendix B in the JEO/CCEO Audit Guidelines.)*

4. What is the capitalization amount above which assets are capitalized and recorded on the balance sheet? _____

5. Does your report include current and prior year balances (i.e., comparative financial statements)? _____ Yes _____ No

6. Is the information in your report presented in USD along with the local currency, the exchange rate used to convert local currency to USD, and the audit report translated into English? _____ Yes _____ No

7. What is your local currency? _____

8. Did the auditor disclose in their opinion the auditing standards they followed to during the completion of the office audit? _____ Yes _____ No If no, please ask them to provide this information.

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On or before July 31, 2025, please provide this completed checklist and the reporting package components to the Office of Episcopal Services at GCFA.

An incomplete or late package shall result in withholding of the office allowance.