

## **Financial Review or Audit Form for Foothills Presbytery Congregations**

As stated in the Book of Order (G.3.0113), each church in Foothills Presbytery is required to submit proof that a financial review or formal audit of the church's records has been conducted on an annual basis. Written results are to be sent to the particular church by the firm or individual who conducts the review. The session of each church is to document the results in their annual minutes. Foothills Presbytery has provided a handbook for the procedure which is available online through the website. A copy should be obtained by each church as it contains detailed information, and a check list to assist in meeting this requirement along with a suggested format for the report to be submitted to each session for approval following the audit/financial review.

Clerks of Session are to submit the following along with the minutes for annual review:

We the Session of \_\_\_\_\_ have received the results of an annual review of our financial records which was conducted by \_\_\_\_\_ on \_\_\_\_\_ . The results are documented in the minutes of our \_\_\_\_\_ meeting.

\_\_\_\_\_ No discrepancies were found

\_\_\_\_\_ Discrepancies were found and appropriate action has been taken

If discrepancies were found, the above church is required to notify the Committee on Ministry of Foothills Presbytery.

Financial Resources on your Presbytery Website

<http://foothillspresbytery.org/committees-and-commissions/committees/finance-and-stewardship/>

Financial Handbook (2009)

[http://foothillspresbytery.myworshiptimes.com/wp-content/uploads/sites/175/2015/07/FinancialReviewHANDBOOK10510\\_000.pdf](http://foothillspresbytery.myworshiptimes.com/wp-content/uploads/sites/175/2015/07/FinancialReviewHANDBOOK10510_000.pdf)

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