

# 2020 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
  - 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.
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

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## 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

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.

**On or before July 31, 2021, 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.**