

**CERTIFICATE of COMPLETED AUDIT**

Date: \_\_\_\_\_

To the Rector, Wardens and Vestry of

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Church City and Zip Code \_\_\_\_\_

We have inspected the statement of financial position of the church named above as of December 31, 2011, and the related statement of activities and cash flows for the year then ended. Our inspection was made in accordance with the audit guidelines of the *Manual of Business Methods in Church Affairs*. The financial statements are prepared on a *cash, modified accrual, or accrual basis* [circle which basis is used] in accordance with principles adopted by the Episcopal Church and approved by its General Convention except as noted.

Note the exceptions here, if any:

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, except as noted above, the financial position of the congregation as of December 31, 2011; and that the changes in the net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with that of the preceding year.

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Sincerely,

THE MEMBERS OF THE AUDIT COMMITTEE

Name	Address	Signature

Audit Committee Findings ... See over

**AUDIT COMMITTEE FINDINGS ON POLICIES AND PROCEDURES**

Date: \_\_\_\_\_

To the Rector, Wardens and Vestry of

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Church City and Zip Code \_\_\_\_\_

During the course of our inspection of the financial statements of the church, the following items pertaining to internal control and other operational matters were noted. The first group includes areas of management control where prior year auditor recommendations have been implemented; the second group includes comments and recommendations of current year auditors.

Areas where prior year auditor recommendations have been implemented:  
(Attach copy as needed)

Comments and recommendations of current year auditors:  
(Attach copy as needed)

Sincerely,

THE MEMBERS OF THE AUDIT COMMITTEE

Name	Address	Signature

**Submit the original to the Vestry, send one copy to Diocesan House, retain one copy for next year's Audit Committee**