



SEVENTH-DAY
ADVENTIST
CHURCH

New Jersey Conference of
Seventh-day Adventists, Inc

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Local Church Audit Items Check List

- Bank Statements for each 12 months cycle (*for the 2 years*). Include these for regular checking, savings, CD, CURF, etc.
- Debit and/or Credit card statements along with supporting documentation for expenditures
- Check stubs in numerical sequence, along with canceled and voided checks.
- Paid *invoices* and *receipts* (should include a check reference number and be organized by numerical order). If item was voted by the church board, please include vote number on the invoice/receipt to support expenditure.
- Tithe envelopes batches organized by week, accompanied by a signed offering validation and a bank deposit slip.
- Adventist Giving reports, printed by month or PDF copy sent via email (if your church used Adventist Giving).
- Board and/or finance committee minutes (*please acquire copies from your church secretary/clerk*).
- Completed Internal Control Questionnaire (see form included)
- Monthly financial statements including Financial Summary, Bank reconciliation, Deposit report, Check report, and transfer report along with weekly and monthly printout of Contribution reports **only if you have not sent a monthly Jewel back up to the NJ Conference server**. If you have, please disregard this item.
- Full back up of the accounting on a flash drive including password ***if you have not sent a Jewel back*** up to the NJ Conference server. If you have, please disregard this item.

Documents need to be brought to **New Jersey Conference of Seventh-day Adventists**, 2303 Brunswick Ave, Lawrence Township, NJ 08648

For paperless submission email rlinares@njcsda.org For questions call 609-802-0864