

DUTIES AND RESPONSIBILITIES OF A PARISH AUDIT COMMITTEE

The Parish Audit Committee should review the Parish books to verify that the Financial Statements reflect accurately the financial results of the Parish. This would include Checking, Bank Reconciliations, Payables, Cash Receipts, Donations, Etc, to ensure proper controls and accuracy. Financial operating procedures, particularly cash control should also be reviewed.

Upon completion of the audit, the Audit Committee presents its final report (signed by all members of the committee) to the General Assembly for approval. The approved report must then be forwarded to the Metropolis Chancellor.

It should be noted that the Audit Committee is responsible ONLY to the General Assembly ---not the Parish Council, not the Priest or anyone else. The reason for this procedure is to insure the integrity of the audit and, although remote, to identify and/or prevent any unforeseen problems.