



## Memorandum

To: Clergy, Treasurers, Administrators, and Senior Wardens  
From: Susan Abington  
Date: April 15th, 2019  
Re: Church Audits for 2018

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This is a notice that the 2018 financial audits for all congregations are due in the diocesan office no later than August 31st, 2019.

Canon 23 of the Canons of the Diocese of Tennessee requires that all congregations of the diocese submit an annual audit to the Treasurer of the Diocese. This is also required under the provisions of the Canons of the Episcopal Church (I.7.f-g).

Parishes and missions with annual revenues of less than \$300,000 may conduct an internal audit. The internal audit may be performed by a committee of the Mission Council or Vestry. The treasurer of the congregation should not serve on this audit committee. Enclosed is an internal control checklist for use by congregations with annual revenues of less than \$300,000. **If your congregation falls in this category, please attach a copy of your Balance Sheet and Income Statement as of 12/31/18 with the checklist.**

Parishes and Missions with revenues of more than \$300,000 but less than \$500,000 may have their financial records *reviewed* by a certified public accountant or a public accounting firm.

Congregations with total revenues of over \$500,000 in 2018 must have an *audit* conducted by an independent certified public accountant.

Please also note the Constitutions and Canons of the Diocese of Tennessee require all funds be audited. These are to include “all trust and permanent funds and all securities of whatsoever fund”.

Please return your 2018 audit report to the diocesan office by August 31st, 2019. Please direct your audit report and financial statements, if applicable, to the Treasurer of the Diocese, c/o Susan Abington, 3700 Woodmont Boulevard, Nashville, Tennessee 37215.