



## Memorandum

To: Clergy, Treasurers, Administrators, and Senior Wardens  
From: Susan Abington, Diocesan Finance Administrator  
Date: April 1, 2024  
Re: Church Audits for 2023

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This is a notice that the 2023 financial audits for all congregations are due in the diocesan office no later than **August 31, 2024**.

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 12/31/23 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 2023 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 2023 audit report to the diocesan office by August 31, 2024. 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.

**AUDIT CHECKLIST FOR 2023**

**For use only by congregations whose 2023 total annual revenues were under \$300,000. Please attach a Balance Sheet and Income Statement as of 12/31/23.**

To: The Treasurer of the Diocese of Tennessee  
Episcopal Diocese of Tennessee  
3700 Woodmont Boulevard  
Nashville, TN 37215

This is to certify that we have reviewed the general ledger, bank statements, and checkbook(s) for the year 2023 for \_\_\_\_\_ Church at \_\_\_\_\_ and submit the following audit checklist.

(Please answer on these sheets and attach additional sheets as necessary.)

\_\_\_\_\_ All receipts of money were properly deposited in a timely fashion in \_\_\_\_\_ Bank in the name of \_\_\_\_\_.

\_\_\_\_\_ All withdrawals of funds were properly supported by a check with supporting receipts where possible showing the purpose of the withdrawal.

\_\_\_\_\_ All checks were signed by two parties.  
\_\_\_\_\_ Bank Statements were reconciled monthly.

\_\_\_\_\_ Journals were maintained in which all deposits and withdrawals were recorded.

\_\_\_\_\_ Journals, bank statements, deposit slips, canceled checks, and vouchers have been kept for at least the last five (5) years.

\_\_\_\_\_ Regular written financial reports were made monthly to the Vestry, including a year-end financial statement comparing actual with budgeted amounts, which was published for review by the congregation.

\_\_\_\_\_ In this audit review, were any discrepancies discovered? If so, please state fully the corrective action taken. This action should be documented and signed by the Wardens of the congregation. (Please attach documentation and signatures to this form.)

\_\_\_\_\_ Does this congregation hold any trust funds reported in accordance with Canon I.7.c and Tennessee Canon 23, Sec. 7?

\_\_\_\_\_ Please verify that the treasurer or custodian of any trust funds is bonded and for what amount: \_\_\_\_\_.

\_\_\_\_\_ Please state the value of property and liability insurance carried on the congregation and certify that coverage is deemed to be adequate by the Mission Council or Vestry. The Senior Warden should certify this.

Signed: \_\_\_\_\_  
Senior Warden

Audit Review conducted by

Signed,

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

(to be signed by two members of the internal audit team),

\_\_\_\_\_

(date)

**Please send a Balance Sheet and Income Statement as of 12/31/23 to the Diocesan Office with this checklist.**