

Policy on Parish Audits

Effective for annual examinations of the calendar year 2011

An annual examination of business practices and financial condition is required for every parish in the Diocese of Atlanta. There are three forms of annual examinations.

- ◆ Audit by an outside accounting firm.
- ◆ Performance of diocesan specified Agreed-Upon-Procedures by an outside accounting firm.
- ◆ Financial Inspection by an internal committee.

For parishes with annual total revenues of \$500,000 or more, an Audit by an outside accounting firm is required annually.

For parishes with annual total revenues between \$250,000 and \$499,999, performance of diocesan specified Agreed-Upon-Procedures by an outside accounting firm is required annually.

For parishes with annual total revenues between \$100,000 and \$249,999, performance of diocesan specified Agreed-Upon-Procedures by an outside accounting firm is required every third year. Financial Inspection by an internal committee is required the other two years.

For parishes with annual total revenues of less than \$100,000, a Financial Inspection by an internal committee is required annually.

Note that the required level of examination is a minimum standard for each parish of a particular size. Any parish may elect without diocesan approval to perform a higher level of examination for whatever reason, i.e. desire of the vestry, a leadership transition, lender requirement, etc. The Diocese will accept this higher level examination for any particular year as meeting that year's audit requirement.

All audit reports shall be filed with the diocesan Finance Office not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year.