

List of things for Financial Review

Bank Statements and reconciliation work papers

General ledger (print out of check register and deposits)

Session minutes

Paid bills

Financial Secretary records (donors and amounts given)

Deposit records

Balance sheet and income/expense report

Sample copy of reports given to session on regular basis

Payroll records and tax reports

Budget

Financial statements for each month

Cancelled checks – if they are returned to you

Copy of bank signature card for who is authorized to sign on accounts

List of authorized signers for voucher approvals