



THE DIOCESE OF THE CAROLINAS ANGLICAN CHURCH IN NORTH AMERICA

To the Rectors, Treasurers, and Wardens of the Diocese of the Carolinas from the Treasurer of the Diocese of the Carolinas:

The Canons of the Diocese of the Carolinas require each congregation to conduct an annual audit or review of its financial accounts:

Canon 8. Section 4. Audits

The Vestry shall annually cause to be audited or reviewed the accounts of its treasurer and all other custodians of funds or securities. Audits and reviews are to be conducted with such instructions as may be promulgated by the Diocese. A certified copy of each annual audit or review shall be filed with the Diocese.

In lieu of annual audits or reviews by an independent Certified Public Accountant, as an alternative, churches may conduct a financial review using audit program checklist found at this link: adoc.church/finance

Such a review may be conducted by paid professionals or by qualified volunteers from your own church or from another congregation, as long as such persons are not in any way involved in the bookkeeping or financial transactions being reviewed.

Two audit forms are provided, one for congregations with total annual revenue of \$250,000 or less and one for congregations with total annual revenue in excess of \$250,000.

As a minimum, every congregation shall have an independent annual audit by an outside C.P.A. every five years beginning at the latest in 2024 to provide churches time to budget for this additional expense.

These guidelines do not restrict a more stringent policy as some churches contract annually with an outside C.P.A. to do a full audit or review, but others are not in a position to do this.

The audit form should be submitted to the Diocese of the Carolinas office within 8 months after the close of the church's fiscal year (for example, by August 31 if your congregation's fiscal year ends December 31).

If an outside accounting firm is used, a copy of the congregation's financial statements along with the audit or review opinion letter may be submitted in lieu of the diocesan audit form.

Along with your financial review or audit, please include a copy of your insurance declarations page (front page of policy, typically). The entire insurance policy is not required to be submitted.

Please return completed forms with attachments to The Diocese of the Carolinas, 440 Whilden Street, Mt. Pleasant, SC 29464, Attn: Jorgia Hazelwood, Finance Administrator. Or, email to jhazelwood@standrews.church.

If you have any questions, please contact the diocesan office at 843-284-4371, or email Jorgia Hazelwood at the above address.

Thank you for your cooperation.

Robert Pullen
Treasurer
Diocese of the Carolinas