

2015 YEAR-END AUDIT

REPORT CHECKLIST

The following are the reports that are required to be sent to the National Office. If you have already sent the current report in, check **YES** and indicate the date it was sent in. If the report has not been sent in, include it with this signed form and check **ATTACHED**. If you are not sending it in check **NO** and state the reason why.

	Yes	Date Sent	Attached	No	Reason
1 Year-End Audit Confirmation Form (2015)					
2 Annual Church Budget (2016)					
3 Year End Financial Statement (2015)					
4 Gen Ledger, Trial Bal & Bank Statement (Dec 31)					
5 T3010 Report/T1242 Confirmattion (2015)					
6 City Property Assessment (2015)					
7 Property/Equipment Leases (2015)					
8 Insurance Policy (2015-2016)					
9 Vehicle Registration (2015-2016)					
10 Assets & Inventory List (2015)					
11 T4s & Summary (2015)					
12 Child & Youth Safety Policy Reviewed					
13 Monthly Financial Reports (Jan-Dec 2015)					
14 Monthly Ministry Reports (Jan-Dec 2015)					
15 Council Covenant Agreement (2015)					
16 All licenses reviewed & paid for 2016					
17 Church Leadership & Evaluation Form					

