

Church Name: _____ Date: _____

2017 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 (2017)					
2. Annual Upcoming Church Budget (2018)					
3. Year End Financial Statement (2017)					
4. General Ledger & Trial Balance (Dec 31)					
5. Bank Reconciliation FROM SAGE (Dec 31)					
6. Dec 2017 & Jan 2018 Bank Statements					
7. T3010 Report/T1242 Confirmation (2017)					
8. City Property Assessment (2017)					
9. Building Project/Renos – <i>Please attach listing and invoice copies</i> (2017)					
10. Property/Equipment Leases (2017)					
11. Insurance Policy (2017-2018)					
12. Vehicle Registration (2017-2018)					

13. Total Assets Inventory – <i>Please attach listing and receipts for 2017 asset purchases/dispositions</i>					
14. T4s & Summary (2017)					
15. Child & You Safety Policy Reviewed					
16. Monthly Financial Reports (Jan-Dec 2017)					
17. Monthly Ministry Reports (Jan-Dec 2017)					
18. Council Covenant Agreement (2017)					
19. All ministerial licenses reviewed and paid for 2018					
20. Church Health Form					

Please scan and send to reports@foursquare.ca.

Fax to: 604-941-8415

Or mail to: Foursquare Gospel Church of Canada
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