

# The Stake Auditor

## Purposes of Church financial audits

- To ensure that Church funds are being safeguarded and handled properly.
- To ensure that financial policies and procedures are being followed.
- To help leaders and clerks correct problems before they become serious.
- To identify training needs for those who handle finances.

## Responsibilities of a stake auditor

- Perform audits in August and February each year.
- Complete each audit using the standard audit form.
- Evaluate each statement on the Audit Checklist as directed, either by discussion with the clerk and bishop or by review of the financial records, and mark whether each statement is true, false, or not applicable.
- Help the bishop develop plans to correct any audit exceptions.
- Review completed audits with the bishop and the clerk as well as with the stake audit committee.
- If assigned by the stake audit committee, follow up with bishops and clerks to make sure that plans to correct audit exceptions are carried out.
- Identify training needs and report them to the stake audit committee.

## Auditing donations

Closely examine the following:

- The monthly Church Unit Financial Statements.
- Weekly Tithing and Offerings Batch Reports.
- Weekly Deposit Reports.
- The ward's copies of members' donation slips.
- Weekly bank deposit slips.

## Auditing expenditures

- For each month of the audit period, select at least two expenditures from the Church Unit Financial Statement to test. For each of these expenditures:
  - Review the corresponding Expense Report to make sure that it has the proper signatures and that the amount, purpose, and payee match the information on the financial statement.
  - Review the corresponding sales receipts or invoices to make sure the total of the amounts on the receipts or invoices matches the amount on the Expense Report and the financial statement.
  - Review the corresponding Reimbursement Request or Expense Authorization form to make sure that it includes the proper authorization and that the amount, purpose, and payee match the information on the other documents.
  - Examine the corresponding check stub to make sure the amount, purpose, payee, and category match the information on the other expenditure documents.
- Examine several fast-offering payments from the audit period to make sure fast-offering assistance policies are being followed. For each selected payment:
  - Review the bishop's copy of the corresponding Bishop's Order for Commodities form.
  - Compare the returned copy of the form to make sure the quantities match.