



**Episcopal Diocese of East Carolina
2023 Audit Criteria Request Form**

This is an electronically fillable form. Click in the gray boxes to enter your information then tab to move to the next box. Completed form can be saved and emailed to ismith@diocese-eastcarolina.org or mailed to address on the following page. It may also be printed and filled in by hand.

Name of Parish: _____

Address: _____, _____ City, State, Zip _____

Audit Year: _____ ***This form is due by February 28, 2023.***

Type of Audit this parish submitted for the last 2 fiscal years:

2021 2022:

- In-House Audit Date of Last Audit Submitted: _____
- Audit by Diocesan Contract Auditor Date of last Certified Audit: _____
- Certified Public Accountant Audit
- No Audit was submitted

Were there any findings or deficiencies filed with the last audit submitted?

- No Yes

(If Yes, attach statement of how the deficiencies have been addressed)

For Parishes with operating revenue less than \$150,000:

- we submitted our audit last year and are requesting an in-house audit for 2023. (Fill out the Names and qualifications of your auditors on the following page)
- we submitted our audit last year and are requesting a Diocesan Contract Auditor
- we did not submit our audit last year and are requesting a Diocesan Contract Auditor

For Parishes with operating revenue between \$150,000 and \$500,000:

- we have submitted in-house audits for the last two years and are requesting a Diocesan Contract Auditor for 2023.
- we used a Diocesan Contract Auditor last year and we are requesting a Diocesan Contract Auditor for 2023.
- we have only submitted one or less in-house audit in the last two years and are requesting an in-house audit for 2023 . (Fill out the Names and qualifications of your chosen auditors on the following page)
- we will have an Independent Certified Audit for 2023

For Parishes with operating revenue over \$500,000 who submitted an audit last year:

- we submitted a copy of an audit by an Independent Certified Auditor within the last three years and are requesting an in-house audit for 2023 (Fill out the Names and qualifications of your chosen auditors on the back of this page.
- we submitted a copy of an audit by an Independent Certified Auditor within the last 5 years and are requesting a Diocesan Contract Auditor for 2023
- we will have an Independent Certified Audit for 2023

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If you are requesting an In-House Audit list below the names and qualifications of proposed In-House Audit Committee Members (*minimum of 3 committee members*)

Audit Committee members should be independent of the decision making and financial record keeping functions of the congregation. (No current vestry members, treasurers, or priests) The members of the committee should include at least one financial expert.

Name	Qualifications

Form Completed by _____ Title _____

Date _____ Contact Phone _____

Email completed form to:
lsmith@diocese-eastcarolina.org or mail to:

Diocese of East Carolina
Finance Department
P O Box 1336
Kinston, NC 28503