



Episcopal Diocese of East Carolina 2025

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 lsmith@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, 2025.***

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

2022 2023:

- 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 \$250,000 2 Year In-House Third Year Diocesan Contract Auditor

- We submitted our audit last year and are requesting an in-house audit for 2024 (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 \$250,001-\$999,999 Diocesan Contract Auditor Each Year

We used a Diocesan Contract Auditor last year and we are requesting a Diocesan Contract Auditor for 2024.

For Parishes with operating revenue over \$1,000,000 or more: DIOCESAN CONTRACT AUDITOR ON YEARS 1-4... CPA AUDIT EVERY 5 YEARS. EXECUTIVE COUNCIL WOULD DECIDE PROTOCOL IF CPA NOT OBTAINABLE.

- 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 2024
- we will have an Independent Certified Audit for 2024

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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	<u>Qualifications</u>

Form Completed by _____ Title _____

Date _____ Contact Phone _____

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

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