DIOCESE OF NEW HAMPSHIRE

2018 Parochial Report

Parochial Financial Review

CHURCH: \_ TOWN:

*"In accordance with the canons of The Episcopal Church, the accounts of all congregations and other entities under the jurisdiction of the Diocese of New Hampshire shall be reviewed annually.  
 (1)The manner and extent of this review shall be authorized by the chief financial officer of the diocese and may include audit by an independent certified or licensed public accountant; assessment by an appointed committee within a congregation; review by individuals appointed for the purpose by the chief financial officer.  
 (2)The review shall cover the financial transactions of the entity in the previous fiscal year.  
 (3)A report of the review shall be filed with the chief financial officer of the diocese within thirty days following its completion and no later than September 1 of the current year.  
 (4)The report shall include any comments made by the reviewer regarding controls, business or accounting practices, and a summary of corrective actions to be taken."*

*NH Canon 4, Sect. 6.1(d), Governance of Congregations, Business Methods*

\_\_\_\_\_\_ A copy of our financial review report for the year ended December 31, 2018 is attached.

\_\_\_\_\_\_ We are not in compliance with the above requirement. *[Please provide the reason for non- compliance, and describe how and when you plan to bring the parish into compliance.}*

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We are planning to review our 2018 finances on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please provide date if scheduled, or approximate date if not.)

Our most recent financial review or audit by an independent certified public accountant or by diocesan staff was on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the year ending Dec 31, \_\_\_\_\_\_\_\_\_.

Notes:

1. Per Canon 4, section 6.1 (d)(1) (see above), the CFO of the diocese authorizes a review using the Manual of Business Methods in Church Affairs, Chapter II (Internal Controls), and Chapter VI (Audit Guidelines). The Manual of Business Methods in Church Affairs can be found at: www.episcopalchurch.org/manual-business-methods
2. An independent CPA or a vestry approved review team is authorized to perform the review 2 out of 3 years.
3. Every third year, the congregation is required to have a review done by an independent CPA or by diocesan staff. To schedule a review by diocesan staff, please contact Gloria Gallant at ggallant@nhepiscopal.org or (603) 224-1914.

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Signature of Treasurer Date

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Signature of Clergy Date