



# Financial and Congregational Reports

Reports Required by the Diocese and the ACNA

# Annual Financial Review



DOMA Canons: Title 1B. Canon 1.H

*The Vestry shall cause the accounts of its Treasurer and all other custodians of funds or securities to be reviewed and reported annually in accordance with the standards to be prescribed by the Finance Committee of the Diocese*

# Annual Financial Review (also known as the financial audit)

## **What is it?**

A financial review: 1) evaluates a church's internal controls and accounting processes and 2) validates the church's financial statements to provide assurance of the accuracy of the church's financial reports.



# Annual Financial Review

## **Why is this review required?**

Your annual financial review ensures that your internal controls are in place and your financial policies are being consistently followed.

- To protect those entrusted with financial responsibility from unwarranted charges of careless or improper handling of funds;
- To build the trust and confidence of the financial supporters of the church in the way their money is being accounted for (trust and confidence lead to improved patterns of financial support);



# Annual Financial Review

- To set habits of fiscal responsibility to ensure continuity when there is turnover in personnel
- To ensure that gifts made to the church with special conditions attached are consistently administered in accordance with the donors' instructions, and thus let donors know their gifts are used as intended;



# Annual Financial Review

## Who does it?

Some churches contract with an outside C.P.A. to do a full audit or review, but others are not able to do this.

As an alternative, churches may conduct a financial review using audit guidelines found at this link:  
<http://www.anglicandoma.org/churchfinancial>.

You may assemble an audit committee/team from your own church or allow an outside volunteer to perform it as long as such persons are not in any way involved in the bookkeeping or financial transactions being reviewed.



# Annual Financial Review

Characteristics of an audit team member:

- *Is impartial* – The individual selected should not be involved in the church's finances. They also should not be related to anyone on the church's management or accounting team. This will help avoid any perception of bias. (The Treasurer and Bookkeeper should never be a part of the audit team).



# Annual Financial Review

- *Understands accounting* – An understanding of accounting, particularly nonprofit accounting, will help the individual understand and perform each step of the audit correctly. They also will be more adept at recognizing and understanding any problems or issues encountered.
- *Has the time* – It's important to choose people who have the availability to start and finish the audit in a timely manner. Be upfront and make sure the team selected understands that the project requires a significant time commitment and that there is a deadline.





# Annual Financial Review

## **When is it due?**

Financial reviews are due eight months following the end of the church's fiscal year, e.g., August 31<sup>st</sup> for a December 31<sup>st</sup> year end.



# Annual Financial Review

## **How are the results reported?**

In addition to submitting a copy of the financial review or audit to DOMA, there are other useful ways to report to the congregation.

Examples may include:

- A report to the congregation on whether the church's financial information is correct and whether any significant issues or concerns were discovered,



# Annual Financial Review

- A detailed report to the Vestry with specific data, information on any discrepancies, and any suggestions from the audit committee or auditor,
- A report for the church rector and administrators that is less formal than the Vestry report, but which provides the specific and detailed information they will need to implement any suggestions for improvement.



# Annual Financial Review

## What does DOMA do with our Financial Reviews?

- Your reports are reviewed either by me, as the Administrator, or one of our Finance Committee members and recorded as complete in our database.
- On occasion we may send your church feedback with suggestions or resources if we feel it might be helpful.
- We may also raise a question if we see a potential area of concern.



# Annual Financial Review

## **When to hire an external auditor/professional CPA**

If your church is engaged in accounts and activities such as pension liabilities, trusts and annuities, for-profit activities, or other unique activities or investments, an internal audit is likely to be too complex for a volunteer and you should consider engaging an accountant.



# Annual Financial Review

Other instances where you may want to consider hiring an outside auditor include:

- Bank requires audit for financing
- Church desires increased accountability and transparency.



# Annual Congregational Report



Provincial Canons: Title 1.Canon 6.Section 8

*On or before March 1 of each year every congregation shall prepare and forward to the Bishop and to the Provincial Office a report, in a form specified from time to time by the Executive Committee, reflecting the status and growth of the congregation in terms of ASA, tithes and offerings, baptisms, confirmations and receptions, marriages, burials, and other important categories of information concerning the preceding calendar year, including new initiatives for mission and ministry.*

# Annual Congregational Report

**What is it?** The ACNA Congregational report is a snapshot of your church's operations and ministry for the previous year and covers 5 areas:

- Contact Information
- Membership
- Worship
- Stewardship
- Ministry





# Annual Congregational Report

## How is it reported to the ACNA?

- The report is submitted by filling out the requested information on the ACNA website: [www.acna.org](http://www.acna.org).
- The report can be done at one time, or over the course of several days. The report automatically submits March 1 but can be edited by you at any time up to that point.



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## 2020 Report

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1. Name of Congregation (parish, geographically separate congregation, or church-plant)

2. Congregation Mailing Address (include city, state, zip code)

3. Congregation Meeting Address (if different than the mailing address)

4. Congregation Email

5. Congregation Phone Number

6. Congregation Website

7. Year of foundation of the congregation (i.e. 1865, 1928, 2004, etc.)

8. Congregation Twitter Account url

9. Congregation Facebook Page url

10. What is the name of the director responsible for caring for youth in your congregation?

11. Telephone # of youth director

12. Email address of youth director

13. Do you presently have a Parent Congregation?

14. If "Yes," list the Parent Congregation's name, city, and state (ex. St. Andrew's, Mt. Pleasant, SC)



# Annual Congregational Report

## **What to do if you have problems logging into the website?**

- If you are having problems or are unable to go online, please call the DOMA office, 703-590-5470, and ask for the Registrar, Heather Adams, and she will be able to enter the report information for you.



# Annual Congregational Report

The ACNA website has a help section with short informational videos on how to complete the report and a chat feature as well.

<https://www.acna.org/quick-start>



# Annual Congregational Report

The DOMA website has an FAQ section as well as a worksheet with the questions in pdf form.

<https://www.anglicandoma.org/congregational-reports>

Have questions?

Contact Heather Adams,  
[heather.adams@anglicandoma.org](mailto:heather.adams@anglicandoma.org).

