



## 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-easicarolina.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:

- |                          |   |                                     |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> In-House Audit                     | Date of Last Audit Submitted: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Audit by Diocesan Contract Auditor | Date of last Certified Audit: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> Certified Public Accountant Audit  |                                     |
| <input type="checkbox"/> | <input type="checkbox"/> 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)*

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#### **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

## Episcopal Diocese of East Carolina

### 2025 Audit Request Form

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:  
[ismith@diocese-eastcarolina.org](mailto:ismith@diocese-eastcarolina.org) or mail to:

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