

Diocese of Newark
Guidelines for Financial Audits
List of Documents to be Submitted at Conclusion of Audit

When the audit has been completed, please email the requisite documents to the CFO, Sam Reckford, at sreckford@dioceseofnewark.org. A single pdf would be appreciated.

The audit will not be considered complete until all of the following documents have been submitted.

Committee Audits:

- a. Document 2 – Audit Checklist
- b. Document 3 – Audit Committee Report and Findings
- c. Document 4 – Referral Agreement and General Release for a Congregation-Assigned Auditor
- d. Statement of Income and Expenses for the Year Audited
- e. Balance Sheet or Listing of Assets and Liabilities as of December 31 of the Year Audited

CPA (signed opinion) Audits:

- a. Document 6 – Supplemental Checklist for CPA's
- b. Auditor's opinion letter
- c. Statement of Income and Expenses for the Year Audited
- d. Balance Sheet or Listing of Assets and Liabilities as of December 31 of the Year Audited