

Clerks' Tip
What is a Full Financial Review?
When is my Session Records Review?



As most of you know, the Book of Order requires that a

“full financial review of all financial books and records [of a congregation] shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.” G-3.0113 Book of Order

And, in our session records review we check to make sure that the session minutes reflect that such a financial review has occurred. Some of our churches are blessed with accountants in the congregation—but many are not. The PCUSA does not require a full-blown audit, and the PCUSA has provided a guide to help those (like me) unfamiliar with how to do a full financial review. Here is a link to a document that can help your session get this done:
<https://www.pcusa.org/media/uploads/stewardship-education/pdfs/financialreviewguide-complete.pdf>.

Speaking of session records reviews, you should have received or will shortly receive, an email telling you of the upcoming schedule for the four reviews for the 2019-2020 records review season. Around the beginning of September, check the Office of the Stated Clerk webpage to get the most current checklist to bring (completed) to the review.

We have scheduled each church for a certain day, but if that day does not work for you, please send Jan Moody, jmoody@thepresbytery.org or me, scoe@thepresbytery.org, an email asking for a different date. I am really hoping every church can make one of these four reviews. When we must, we can schedule individual reviews, but that takes time away from other things—like a series of short webinar trainings I would love to do for clerks of session over the coming year!!!! So, please, really try. Thank you for all that you do for the church. I know that being a clerk is a job that is demanding—but the Presbyterian Church couldn't exist without you!

If you have a question or topic you would like me to cover in the Clerks' Tips or the webinars, please let me know.

Peace, Sara
(240) 514-5352