Parish name & year	`audited:
--------------------	-----------

DISBURSEMENTS 10% OVER \$500/ 1% UNDER \$500 SAMPLE REVIEW (up to 25 samples total) Complete a separate sheet for each type of sample reviewed.

How many did you review?	How many errors?
--------------------------	------------------

Check number	Date of Check	Check Amount	Approved Voucher (a) Y or N	Original documentation (b) Y or N	Budgeted Or Vestry approval (c) Y or N	Special approval of funds been documented in Vestry or Finance Committee meeting? (d) Y or N	Payable to Payee and not to Cash or Bearer? (e) P or C or B	Signed by authorized Check signers? (f) Y or N	Check required more than one signature signed by more than one? (i) Y or N	Original invoice or other documentation been marked to prevent duplicate payment? (g) Y or N
	1	1								

Check number	Date of Check	Check Amount	Approved Voucher (a) Y or N	Original documentation (b) Y or N	Budgeted Or Vestry approval (c) Y or N	Special approval of funds been documented in Vestry or Finance Committee meeting? (d) Y or N	Payable to Payee and not to Cash or Bearer? (e) P or C or B	Signed by authorized Check signers? (f) Y or N	Check required more than one signature signed by more than one? (i) Y or N	Original invoice or other documentation been marked to prevent duplicate payment? (g) Y or N
	<u> </u>	<u> </u>		l	l .	l .	l .		l .	

Comments	 	 	

Check #	Has it cleared the bank	_
If NO is t	the Voided check available for inspection?	
If YES Is c	check out of sequence for checks written around	he same time?
Has and a	authorized signer signed the check?	_
	yee an individual or an unrecognized vender?	
How has	the check been endorsed on the back?	
Check #	Has it cleared the bank	_
If NO is t	the Voided check available for inspection?	
If YES Is c	check out of sequence for checks written around	he same time?
Has and a	authorized signer signed the check?	_
Is the pay	yee an individual or an unrecognized vender?	
How has	the check been endorsed on the back?	
Check #	Has it cleared the bank	_
If NO is t	the Voided check available for inspection?	
	check out of sequence for checks written around	he same time?
	authorized signer signed the check?	_
	yee an individual or an unrecognized vender?	
How has	the check been endorsed on the back?	
Check #	Has it cleared the bank	_
If NO is t	the Voided check available for inspection?	
If YES Is c	check out of sequence for checks written around	he same time?
Has and a	authorized signer signed the check?	_
	yee an individual or an unrecognized vender?	
How has	the check been endorsed on the back?	
Camananta		