

## Job Description for Audit

### Before the Conference

In January, assign two faculty members or congregational resources to conduct the audit.

In early February, contact the conference treasurer (name and contact information on the website) to set up a date and time for an audit of the books.

### Gather:

- 1) prior year's treasurer's report
- 2) bank statements
- 3) cancelled checks
- 4) other financial records

Audit books for receipts and expenses. Assist the treasurer in making sure that the conference records balance with and reflect real receipts and expenses. Make note of any areas that are unclear or could lead to problems such as:

### Resource person:

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