Advent Lutheran Church
Volunteer Service Description

Audit Team Member

Task

1. Together with other members of the Audit team:
   i} Meet with the Advent Treasurer and the office manager/financial secretary to conduct an annual review of the congregation's financial records and procedures
   ii) Review based on Rocky Mountain Synod audit guidelines and recommendations
   iii) Review the adequacy of financial records, internal procedures, and controls
2. Make recommendations to the Congregation Council of needed improvements to internal procedures and control, and
3. Provide a written statement as to the accuracy of the congregation's financial statements based on the Audit team's review

Impact

1. Your service will provide Advent with confidence in the accuracy of financial statements and adequacy of financial procedures.
2. Your service will show the congregation that proper controls and procedures are in place to insure that finances are being properly administered and used for the intended purpose.
3. Your service will create more transparency that money given to Advent is used to do God's work.

Time frame

Your service lasts for a term of one calendar year, from January 1, 202x to December 31, 202x+1. Service is expected to occupy less than 12 hours, including audit prep, review of procedures and sampling documents, writing reports, and meeting with the Congregation Council. Terms may be renewed upon agreement between the team coordinator and volunteer.

Check-ins

Advent's current church council treasurer will conduct check-ins with you at the start of the audit each year. The treasurer will also be available throughout your term to answer questions or concerns.

Testimonials

(From Joan LaRose, team member —2020/2021) "Having a financial background, I know how important it is to present a transparent picture of finances in an organization that is dependent on voluntary contribution. We want to make it very clear that Advent is only using the donations of our members and friends in a responsible and proper way."