

**FOR: MISSION SUPPORT GRANT**

In order to conform to acceptable financial control with the United Church of Canada, all pastoral charges, outreach ministries, and organizations receiving financial assistance by way of a grant towards their budget, from Divisions or Departments, must submit a balance sheet and receipts and disbursement statement accompanied by a signed certificate attesting to the fact that the books and accounts have been properly audited/reviewed by a competent person by June 15 each year.

**Wherever possible, the books and accounts should be audited by a registered accountant, e.g. Chartered Accountant, Certified Management Accountant, Certified General Accountant or a Licenced Public Accountant. Where qualified auditors are not available the work may be carried out by competent persons (individuals) who have the capability through educational/attainment or practical experience to examine the accounts and to verify that the statements are correct. Such person might be a bank manager or the manager of a credit union.**

Attached below is a statement prepared for the purpose of certifying that the books have been audited. This has been approved by the auditors of the United Church. It will be appreciated if it is used and signed by the person who performs the audit of your accounts.

It should be emphasized that payment of a grant may be held up or terminated if there is a significant delay in providing the audited statement.

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### AUDITOR / INDEPENDENT REVIEW REPORT

I have examined the accompanying balance sheet and statement of receipts and disbursements of the \_\_\_\_\_ (mission unit) of The United Church of Canada for the year ended December 31, 20\_\_\_\_. My examination included checking the books and accounts and a verification of the accounts with the bank statements and cash balances. In my opinion the accompanying statements present fairly the financial operations and recorded receipts and expenditures.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Place \_\_\_\_\_ Occupation \_\_\_\_\_