



Diocese of the

MID-ATLANTIC

Anglican Church in North America

To the Rectors, Treasurers, and Wardens of the Diocese of the Mid-Atlantic from the Treasurer of the Diocese of the Mid-Atlantic:

As you may remember, the Canons of the Diocese of the Mid-Atlantic require each congregation to conduct an annual review of its financial accounts:

Title IB, Canon 3.H. Audits and Reviews

The Vestry shall cause the accounts of its Treasurer and all other custodians of funds or securities to be reviewed and reported annually in accordance with the standards to be prescribed by the Finance Committee of the Diocese.

Some churches contract with an outside C.P.A. to do a full audit or review, but others are not in a position to do this.

As an alternative, churches may conduct a financial review using audit guidelines found at this link: <http://www.anglicandoma.org/churchfinancial>.

Such a review may be conducted by paid professionals or by qualified volunteers from your own church or from another congregation, as long as such persons are not in any way involved in the bookkeeping or financial transactions being reviewed.

Two audit forms are provided, one for congregations with budgets of \$250,000 or less and one for congregations with budgets in excess of \$250,000. You may download the forms from the diocesan website at the above link.

The audit form should be submitted to the Diocese of the Mid-Atlantic office within 8 months after the close of the church's fiscal year (for example, by August 31 if your congregation's fiscal year ends December 31). **If, due to effects of COVID-19, your church is unable to complete the review by the canonical deadline, you may request an extension. Please contact Lynn Milograno, lynn.milograno@anglicandoma.org, in order to make your request.**

If an outside accounting firm is used, a copy of the congregation's financial statements along with the audit or review opinion letter may be submitted in lieu of the diocesan audit form.



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Along with your financial review or audit, please include a copy of your insurance declarations page (front page of policy, typically). The entire insurance policy is not required to be submitted.

Please return your forms with attachments to The Diocese of the Mid-Atlantic, 14851 Gideon Drive, Woodbridge, Virginia 22192, Attention: Lynn Milograno, Administrator. Alternatively, you may scan and email them to lynn.milograno@anglicandoma.org.

If you have any questions, please contact the diocesan office at 703-590-5470, or email Lynn Milograno at the above address.

Thank you for your cooperation.

A handwritten signature in cursive script that reads "Gary L. French".

Gary L. French
Treasurer
Diocese of the Mid-Atlantic