

Document Checklist

Please submit all of the following that apply to your organization.

1. If available a copy of the company's existing QuickBooks or Quicken file
2. Copies of or a schedule listing all deposits per month and a description of the source of the funds (i.e. sales, investment, loan, donations, tithes or offerings, fees, etc.).
3. Copies of all check stubs or a schedule listing all checks disbursed per month and a description of what the checks were issued for (i.e. office supplies, payroll, rent, utilities, etc.).
4. Copies of or a schedule listing all electronic transactions (i.e. debit card, bill pay, or EFT) per month and a description of what the electronic transactions were for.
5. A copy of all bank statements.
6. A copy of any loan payments made or received.
7. A copy of any loans taken out in the current month including the settlement statement.
8. A copy of any invoices/receipts for asset purchases (desk, computers, etc.)
9. A copy of any invoices/receipts for sales to customers
10. A listing of any payments that were made on behalf of the organization (if any).

We will need to know how much was paid, when it was paid, and what it was for.