

CHURCH LETTERHEAD

TO: Church name Session

FROM: Financial Records Review Committee

RE: Review of Financial Records _____ (year)

Date: _____

Dear Session:

Please be advised that our committee has reviewed a sampling of the financial records of _____(church name). Also reviewed a sampling of session minutes, payroll records, and insurance policies. This information was provided to the committee by _____, _____, _____.

Our responsibility was to review all the above records of _____ (church name) for the financial year _____. To the best of our knowledge, the financial statements and related records referred to above present fairly, in all material aspects, the financial position of _____(church name) as of _____(date of year ending).

Respectfully submitted,

