11 — Church Auditor

Mayflower Church Position Description | ***11 — Church Auditor***

Governance Position

Role Summary

Purpose	Conduct independent review of all financial reports to ensure accuracy, transparency, and accountability in the Church's financial affairs.
Accountable To	Board of Finance (but must be independent of Board of Finance)
Term of Service	3 years; 2 auditors
Selection Process	Nominated by the Servants Council, elected by Church Members; must be independent of the Board of Finance and cannot audit financial reports of Boards, Teams, or Church-affiliated organizations of which they are a Member
Time Commitment	15-25 hours/year (concentrated before annual meeting)

Qualifications

Church Member in good standing with financial review experience or aptitude. Must be independent of the Board of Finance.

Key Responsibilities

- Audit the reports of the Church Treasurer, Financial Secretary, and all organized clubs and groups affiliated with the Church
- For each audit, verify the starting balance, ending balance, income, and expenditures of each financial report using the raw data available from each Treasurer
- Work with each Treasurer or organization to resolve any discrepancies
- Prepare a report to the Board of Finance with the results of each audit
- Prepare a final report for the annual meeting

Training & Support

Audit procedures overview, access to financial records and systems

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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