

## DATA SHEET

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Date Organized: \_\_\_\_\_ Membership: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_ IRS Verification Letter Y N

Bookkeeping System: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

\_\_\_\_\_ Hand posting \_\_\_\_\_ Computerized  
Software Used:

Bank Account(s) (checking, savings, CD's, etc) & Credit Cards Authorized by Church Board:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List Names of Board Authorized Signors on All Bank Accounts:

_____	_____
_____	_____

Petty Cash Account(s) and Authorized Holder(s):

\_\_\_\_\_

Location of Permanent Financial Records:

Location of Building Plans:

Location of Current (and expired for three years) Contracts (leases, mortgage, etc.):

Location of Current and Past Employment Agreements:

The last audit report was presented to the Church Board and/or Church Business meeting:

**Form Completed By (print name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Please keep all Data Sheets in the Church Treasurer's Handbook for at least five years.
- A new Data Sheet must be completed to record changes at least once a year. Interim changes may be recorded by drawing a line through the section that has changed on the old form and only entering the name of the Church and the updated information on the new form.
- Copy of the Data Sheet may be required periodically by the Auditing Department.