

**Memo**

**To:** Churchwardens

**From:** Patricia D'Souza – Treasurer & Director of Finance

**Date:** January 16, 2026

---

**Bulletin Board Note – Reminder: Canon 14 – Financial Review, Audit, and Reporting Responsibilities**

Dear Churchwardens, Treasurers, and Parish Leaders,

As we approach the end of the financial year and preparations for Annual Vestry Meetings, please be reminded of the important requirements under Canon 14 of the Diocese of Toronto concerning parish financial accountability.

**Key Obligations Include:**

- **Appointment of Auditor:** At each Annual Vestry Meeting, the vestry must appoint a licensed CPA to serve until the next Annual Vestry Meeting. If no appointment is made, the current auditor continues until a successor is appointed or they resign.
- **Scope of Work:** The CPA examines the parish's statement of financial position, statements of operations and changes in fund balances, and cash flows, reporting to the vestry on whether the Churchwardens' accounts fairly present the financial position and results in accordance with GAAP.
- **Options for Smaller Parishes:**
  - If annual revenue is under \$500,000 (excluding extraordinary/nonrecurring items like capital campaigns or property sales), the vestry may pass an extraordinary resolution to opt for a review engagement instead of a full audit.
  - If annual revenue is under \$100,000, a compilation engagement (notice to reader) may be used with the bishop's permission, in accordance with provincial legislation.
  - Both engagements must be performed by a Licensed CPA.

- Authority for Full Audit: The Bishop, Synod Council, Incumbent, Corporation, or Vestry may require a full audit at any time, regardless of revenue thresholds.
- Additional Reporting: The CPA must flag any other matters of concern to the vestry beyond the financial statements.
- Diocesan Submission: A copy of the Churchwardens' accounts, along with the audit/review/compilation report, must be sent to the Diocesan Office with the parochial returns. Parishes should also submit their filed T3010 annually to the Diocese.