

## CHECKLIST FOR PROTECTION OF CHURCH FINANCES

**Following is Pastor's checklist to help ensure adequate control over church finances.**

CONTROL POINTS	Compliance?
1. Finance Committee is organized according to the 2012 Book of Discipline, including the designation of a Treasurer and Financial Secretary.	
2. The Finance Committee Chairperson, Treasurer and Financial Secretary are not the same person, nor from the same family or household.	
3. The church has a budget approved by the church Council.	
4. Treasurer's financial report is submitted at least quarterly. Results are compared to the budget and inquiries made of variances at Finance Committee meetings.	
5. All checking and savings accounts are under control of the Treasurer. Investment accounts are accounted for and activity reported monthly to the Finance Committee.	
6. At least two <b>unrelated</b> people count the weekly church offerings for deposit, and prepare the deposit slip. The deposit slip and deposit are placed in a bank deposit bag and locked. <b>See 2012 Book of Discipline section 258 .4 (a), pages 198</b>	
7. Deposit slip stamped by the bank is given to the Treasurer for recording and comparison to the bank statement.	
8. Annually the Finance Committee approves the signatories on all church bank accounts. <b>Pastor should NOT be a signatory on any church account.</b>	
9. Bank account reconciliations are performed monthly and reviewed by the Finance Committee Chairperson or designee at least quarterly. This review includes examination of copies of cancelled checks to ensure proper church purpose.	
10. Quarterly, the Finance Chair asks the Treasurer at a committee meeting for documentation of timely payment of state and federal payroll taxes.	
11. Annual audit is completed by a qualified person and reported to the Church Conference. <b>(See 2012 Book of Discipline, 258 4. (d), pages 198-199)</b>	
12. All financial records are retained in accordance with an appropriate record retention guidelines provided by the Conference Treasurer. (Attached). <b>Records should be securely maintained at the church with duplicates of critical records kept off-site. Pastor should have access to church records.</b>	

Checked and certified by Pastor:                      Signed \_\_\_\_\_ Date \_\_\_\_\_

Checked and certified by Finance Chair:    Signed \_\_\_\_\_ Date \_\_\_\_\_

**Resources:**

- Questions about internal controls over church finances can be directed to Keith Cox, Conference Treasurer, at 678-533-1393 or kcox@ngumc.org.
- The Local Church Audit Guide, developed by the General Council on Finance and Administration, and suggested Record Retention guide can be obtained from the GCFA website, www.gcfa.org