

Financial Controls

The idea of an employee or volunteer committing a crime against your church is unthinkable. Even so, it is something that ministries should prepare for. Ministries with written polices and well-communicated guidelines can help employees and volunteers remain accountable, especially when it comes to church finances.

		Yes	Needs Attention
1.	Do you have a comprehensive written policy that outlines how all aspects of your ministry's finances are to be handled?	Ο	D
2.	Do you conduct comprehensive background checks on all employees and volunteers who deal with money?	Ο	D
3.	Do you have written position descriptions for all employees and volunteers who have access to financial documents and perform financial functions?		D
4.	Do you document all financial transactions clearly and immediately?	Ο	O
5.	Do you keep financial records (and duplicate copies) in a safe place?	Ο	D
6.	Do you have a well-defined program for documenting suspicious financial incidents?	Ο	O
7.	Do you make it easy and safe for employees or volunteers to report suspicious financial activity?	Ο	D
8.	Does your program for handling church finances involve multiple people who each have a specific role, so that one person is not responsible for every aspect of your ministry's finances?	D	D
9.	Do you conduct annual audits by someone other than your church's financial secretary or treasurer?	Ο	O
No	tes:		
Со	mpleted by:	Date:	

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