

CHECKLIST FOR PROTECTION OF CHURCH FINANCES

Following is a checklist to help ensure adequate control over church finances. Please review annually to ensure compliance and accountability.

CONTROL POINTS	Compliance?
1. Finance Committee is organized and has designated a Treasurer and Financial Secretary according to <i>Book of Discipline</i> ¶258.4	<input type="checkbox"/>
2. The Finance Committee Chairperson, Treasurer and Financial Secretary are not the same person, nor from the same family or household.	<input type="checkbox"/>
3. The church has a budget approved by the Church Council.	<input type="checkbox"/>
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. (BOD, ¶258.4b)	<input type="checkbox"/>
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.	<input type="checkbox"/>
6. At least two unrelated 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. (BOD, ¶258.4a)	<input type="checkbox"/>
7. Deposit slip stamped by the bank is given to the Treasurer for recording and comparison to the bank statement.	<input type="checkbox"/>
8. Annually the Administrative Board/Church Council approves the signatories on all church bank accounts. (BOD, ¶258.4e)	<input type="checkbox"/>
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.	<input type="checkbox"/>
10. Quarterly, the Finance Chair asks the Treasurer at a committee meeting for documentation of timely payment of state and federal payroll taxes.	<input type="checkbox"/>
11. Annual audit is completed by a qualified person or committee and reported to the Church Charge Conference. (BOD, ¶258.4d)	<input type="checkbox"/>
12. All financial records are retained in accordance with an appropriate Record Retention provided by the Conference Treasurer.	<input type="checkbox"/>
13. Written Financial Policies have been proposed by the Finance Committee and approved by the Church Council. (BOD, ¶258.4c)	<input type="checkbox"/>

Resources:

- Questions about internal controls over church finances can be directed to Mark King, Conference Treasurer, at 1-704-714-2323 or mking@wnccumc.org.
- The Local Church Audit Guide, developed by the General Council on Finance and Administration, and suggested Record Retention Schedule can be obtained from the ADMINISTRATION section of the Conference wnccumc.org website under Forms, Documents and Publications.
- Visit the Conference Treasurer staff page at wnccumc.org for videos related to general church accounting and finance.