

## 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 policies 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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you conduct comprehensive background checks on all employees and volunteers who deal with money?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have written position descriptions for all employees and volunteers who have access to financial documents and perform financial functions?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you document all financial transactions clearly and immediately?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you keep financial records (and duplicate copies) in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a well-defined program for documenting suspicious financial incidents?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you make it easy and safe for employees or volunteers to report suspicious financial activity?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you conduct annual audits by someone other than your church's financial secretary or treasurer?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: \_\_\_\_\_

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_