Financial Controls Checklist

The idea of an employee or volunteer committing fraud 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.

1. Do you have a comprehensive written policy that outlines how all aspects of your ministry’s finances are to be handled? 
   - Yes: 
   - Needs Attention: 

2. Do you conduct comprehensive background checks on all employees and volunteers who deal with money? 
   - Yes: 
   - Needs Attention: 

3. Do you have written position descriptions for all employees and volunteers who have access to financial documents and perform financial functions? 
   - Yes: 
   - Needs Attention: 

4. Do you document all financial transactions clearly and immediately? 
   - Yes: 
   - Needs Attention: 

5. Do you keep financial records (and duplicate copies) in a safe place? 
   - Yes: 
   - Needs Attention: 

6. Do you have a well-defined program for documenting suspicious financial incidents? 
   - Yes: 
   - Needs Attention: 

7. Do you make it easy and safe for employees or volunteers to report suspicious financial activity? Have you educated them how to do this? 
   - Yes: 
   - Needs Attention: 

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? 
   - Yes: 
   - Needs Attention: 

9. Do you conduct annual audits by someone other than your church's financial secretary or treasurer? 
   - Yes: 
   - Needs Attention: 

Notes: ____________________________

Completed by: ____________________________ Date: ____________________________

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