
 Organization Name

Financial Controls

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 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?	<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? Have you educated them how to do this?	<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: _____

Completed by: _____ Date: _____

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