

Section 3: Finances and Accounting (Continued)

6. Are returned checks stamped "insufficient funds" re-deposited and are procedures in place to ensure that the returned check is not posted twice as a contribution?		
7. Are checks outstanding for a considerable time period investigated, payment stopped, and amounts restored to cash balances?		
8. Are payroll bank statements and cancelled checks properly secured for confidentiality?		
9. Has a separate bank account been established to hold all special donor designated/restricted program and project gifts to ensure that: (a) gifts are not commingled with unrestricted/general operating budget gifts, and (b) gifts are spent only when the donor's designated purpose is fulfilled?		
10. Are the following security controls in place to protect against unauthorized phone/wire transfers of funds: a. Authorized person approved by management? b. Dollar limit set for transfers? c. Confidential security code maintained? d. Documentation for transfers reviewed?		
Additional Questions/Explanations:		
F. Contributions		
1. Are at least two non-related individuals always in custody of offerings until they have been safely deposited in a bank or placed in a night depository or safe? (This would include taking offering plates off the altar, escorting together to the counting room, counting together, and taking deposit together to the bank.)		
2. Are counters of offerings hand selected based on reputation and past trust? (Deacon qualifications preferred.)		
3. Are all counters individuals who do not have any other cash receipts or disbursements responsibilities of the church?		

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4. Are fidelity bonds required on all counters?		
5. Are counter's duties rotated between other counters, counters replaced periodically and counters required to take vacations?		
6. Is the content amount of each envelope verified to the amount marked on the envelope at the time of opening?		
7. If loose offerings can be identified (i.e. checks), are envelopes prepared for posting to donor accounts?		
8. If contributions are collected from various Sunday School classes, do two non-related individuals collect these gifts together?		
9. Are Sunday School offerings placed in a bag and locked or in an envelope and sealed, in the presence of class members?		
10. Is the counting of offerings being performed in a secured location?		
11. Are counting procedures properly documented and understood by all those involved?		
12. Is membership encouraged to use pre-numbered offering envelopes and contribute by check?		
13. Is a teller/cash receipts form prepared for each offering counted and for each accounting fund (i.e. unrestricted, designated, building, etc.) impacted?		
14. Is this form signed by all individuals who were involved in the count?		
15. Are copies of this form given directly to the Treasurer, Business Administrator, bookkeeper and bank account reconciliator by the head counter?		
16. Are loose cash and coins periodically checked to prior weeks for comparability?		
17. Are anonymous gifts separately accounted for so that the subsidiary contribution records will agree to the general ledger when balanced on a monthly basis?		
18. Are completed deposits promptly deposited in the bank?		
19. Do two or more designated people physically take the deposit(s) to the bank?		