

Church Financial Guidelines for Receipts and Deposits

These are basic guidelines that may be modified, or added-to, in order to fit the particular financial characteristics and circumstances of your church. Inadequate internal controls, inconsistent checkups and inadequate volunteer management are recognized mistakes in money management.

A. General

- Are cash handling procedures in writing?
- Has the bank been notified to never cash checks payable to the church?
- Are church school offerings and other cash received outside offerings properly recorded and delivered to the counting team?
- Are procedures established to care for offerings and monies delivered or mailed to the church office between Sundays?

B. Offering Counting

- Are at least two unrelated members of the counting team present when offerings are counted? (The person counting the money should not include a pastor of the church or the church treasurer.)
- Do money counters verify that the contents of the offering envelopes are identical to the amounts written on the outside of the envelopes?
- Are all checks stamped with a restrictive endorsement stamp immediately after the offering envelope contents are verified?
- Are money counters rotated so the same people are not handling the funds each week?
- Are donor-restricted funds properly identified during the process of counting offerings?
- Is the procedure for safety of the funds as secure as possible?
- Are the gifts for various funds summarized accurately?
- Are offering and gift summaries reconciled to the deposit total?

C. Depositing of Funds

- Are two members of the offering counting team in custody of the offering until it is deposited in the bank, placed in a night depository, or in the church's safe?
- Are all funds promptly deposited? Are all receipts deposited intact? Receipts should not be used to pay cash expenses.

D. Restricted Funds

- Are donations for restricted purposes properly recorded in the accounting records?
- Are restricted funds held for the intended purpose(s) and not spent on operating needs?