

FINANCIAL REVIEW CHECKLIST

PRESBYTERIAN CHURCH

For the Fiscal Year Ended _____ Date _____

Committee Member's Signature

	<u>Date Completed</u>	<u>Initials</u>
Reconciliation of Bank & Investment Accounts		
Operating bank account #	_____	_____
Month	_____	_____
Bank account #	_____	_____
Month	_____	_____
Bank account #	_____	_____
Are bank accounts balanced monthly?	_____	_____
Verification of beginning and ending year balance	_____	_____

BANK & INVESTMENT

Account signatories verified	_____	_____
Telephone or other transfer verified	_____	_____
Safe deposit box access checked	_____	_____
Account balances confirmed by Bank/Company (see attached forms)		
Name _____ Confirmation Sent & Returned	_____	_____
Name _____ Confirmation Sent & Returned	_____	_____
Name _____ Confirmation Sent & Returned	_____	_____
Name _____ Confirmation Sent & Returned	_____	_____

	<u>Date Completed</u>	<u>Initials</u>
A. INCOME		
Offering counted by two unrelated persons	_____	_____
Funds deposited in timely fashion	_____	_____
Financial secretary's and treasurer's records compared against deposits	_____	_____
Transactions checked against postings to GL	_____	_____
Other income processes verified	_____	_____
Designated funds directed to restricted accounts	_____	_____
Pledges recorded on donor records	_____	_____
Confirmations sent to donors #sent _____ (Keep a list)	_____	_____
# returned _____	_____	_____
Differences researched & cleared	_____	_____
Finance secretary's records reviewed	_____	_____
Finance secretary's records agree with general ledger	_____	_____

NOTES:

B. DISBURSEMENTS

Date Completed

Initials

Invoices properly approved	_____	_____
Canceled checks examined to verify that disbursements were actually paid to the proper parties	_____	_____
Check number and date noted	_____	_____
All checks, used and voided, accounted for	_____	_____
Purchase order system, if applicable, functioning appropriately	_____	_____
Accounts to charge noted on invoice	_____	_____
Any invoices to vendors over 30 days in arrears	_____	_____
Per capita and mission apportionments paid per session direction	_____	_____
Interest & service charges recorded	_____	_____
General ledger balances equal daily transaction	_____	_____
A procedure in place to account for restricted gifts	_____	_____
Procedure in place to distribute gifts regularly (Confirm with receiving agency in Presbytery)	_____	_____
Designated gifts paid out on a timely basis (Confirm with receiving agency in Presbytery)	_____	_____
Canceled checks matched to invoice for appropriateness	_____	_____
Disbursement of petty cash funds given proper approval	_____	_____
Reimbursements to the petty cash fund properly made	_____	_____
Maximum figure for individual approval of payments established and followed	_____	_____

NOTES:

C. REPORTS

	<u>Date Completed</u>	<u>Initials</u>
Complete financial picture provided by reports	_____	_____
Reports made helpful to committee members	_____	_____
Approved budget included in reports	_____	_____
Over-budget expenditure approvals in order	_____	_____
Controls for over expenditures provided	_____	_____
Policies for restricted funds reviewed	_____	_____
Restricted funds used according to policy	_____	_____
Regular reports provided on pledge giving to finance committee and pastor	_____	_____
Reports provided in timely fashion	_____	_____
Reports distributed to the appropriate people	_____	_____
Both a balance sheet and a statement of income and expense prepared	_____	_____

NOTES:

D. GENERAL LEDGER

Date Completed

Initials

Restricted funds separated appropriately

Internal controls for receipts reviewed

(see separate document for understanding of internal controls)

Internal controls for disbursements reviewed

Other asset accounts reviewed

(equipment, buildings, contracts, etc.)

Accounts payable reviewed

Accounts receivable reviewed

Prepaid expense account reviewed

Any related party/employee loans noted

Unearned Income account reviewed

Fund balance from prior year correct

Correct fund balance carried into next year

NOTES:

E. ADMINISTRATIVE

Date Completed

Initials

Church Employer Identification Number obtained	_____	_____
File for EIN and tax filings safeguarded	_____	_____
Deed to church property and/or mortgage safeguarded	_____	_____
Insurance policies safeguarded	_____	_____
Insurance coverage appears to be adequate	_____	_____
Prior year insurance policies safeguarded	_____	_____
Church has separate bond for persons handling money	_____	_____
Where and how documents are safeguarded noted	_____	_____
Persons with access noted	_____	_____

NOTES:

F. PAYROLL

	<u>Date Completed</u>	<u>Initials</u>
Personnel files kept on individuals	_____	_____
Personnel files safeguarded and confidential _____	_____	_____
Salaries paid according to approval	_____	_____
Tax forms issued to clergy persons, employed persons, and government	_____	_____
Payroll tax deposits and timely remittances to government made	_____	_____
Time sheets filed and approved <small>(not by treasurer)</small>	_____	_____
Employee benefits paid and current pension _____ other _____	_____	_____
Any salary reduction plans noted _____	_____	_____
Session/committee approval noted and written documentation in file	_____	_____
Amount paid to persons on contract/ honorarium verified	_____	_____
Proper 1099 filing of approvals for persons paid for over \$600 paid on contract/honorarium	_____	_____
Other	_____	_____

NOTES: