

Local Church Audit Guide Internal Control Checklist

During the performance of the audit/procedures, the auditor should review to determine whether the following internal controls are in place within the church.

Control Description	Control in Place Yes / No	If "No", describe any deficiencies
Receipts and Disbursements		
1. Treasurer and Financial Secretary should not be the same person and should not be in the same immediate family residing in the same household.		
2. Counting team (at least two unrelated persons) should count offerings and document totals - not treasurer and not financial secretary.		
3. Offerings should be deposited the same or next business day.		
4. Offering count details should be given to financial secretary for recording.		
5. Offerings totals should be given to the treasurer or financial secretary to record deposit.		
6. The Financial Secretary's deposit log should be compared to the bank statement to verify deposits (by bank reconciliation reviewer).		
7. At least two persons should be listed as authorized signatures on all accounts. This should also be the case for setting up electronic payments (or EFT's). For EFT's, one of those individuals should be a Trustee or a member of the Finance Committee (other than the Secretary or Treasurer).		
8. The Treasurer is authorized to make electronic payments of bills. The Treasurer shall maintain support for every electronic payment just as with the support for paper checks.		
9. Financial policy and authority guidelines should be written and approved by the Finance Committee.		
10. Invoices should be required for all payments from all accounts.		
11. Someone other than the treasurer (with authority by Finance Committee) should approve invoices for payment.		