

Financial Safeguards General Survey

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| **Questions** | **Yes** | **No** |
| Do we have clear, written procedures for collecting, counting, depositing, and reporting our finances? |  |  |
| Do we train ushers on how to take the collection and then keep it safe? |  |  |
| Are there always two unrelated adults with the money from collection to deposit? |  |  |
| Do we keep our petty cash in a discreet location and monitor and audit its use? |  |  |
| Do we have a separation between the ushers, counters, financial secretary, and treasurer? |  |  |
| Do we forbid anyone from taking funds home to count? |  |  |
| Do we use a receipt or voucher system for purchases? |  |  |
| Are our financial records safe (books or on computer)? |  |  |
| Do we have an impartial, scheduled audit of our books? |  |  |
| Do we keep a log of all accounts within the church? |  |  |
| Are special event funds required to have two people present with them? |  |  |
| De we provide any security when large sums of cash are involved? |  |  |
| Do we keep cash locked up? |  |  |
| Do we use a system with transients that does not utilize cash? |  |  |
| Are receipt and disbursement of funds reported to the congregation? |  |  |
| Do we encourage members to safeguard their personal belongings while at church? |  |  |

# If you answered “no” to any of the survey questions, corrective action should be taken as soon as possible.

Survey completed by: Date:

# Corrective Action Taken:



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